

Job Description

Job Title:	Project Officer – Upskilling Lancashire – This post is part funded by the ESF
Department:	Innovation and Enterprise
Grade:	G
Responsible to:	UpSkilling Lancashire Project Manager

Job Purpose:

Based at the UCLan Burnley Campus, the post-holder will support the development of an employer engagement and apprenticeship matching service as part of the work of the UpSkilling Lancashire Project. The purpose of the ESF UpSkilling Lancashire project is to promote improvements in the labour market relevance of skills provision, including apprenticeships, through active engagement with relevant institutions and employers, particularly SMEs and Micro businesses. The role-holder will actively develop and promote apprenticeship opportunities to school-leavers and employers across East Lancashire, organising and attending networking events, visiting employers and businesses to undertake training needs analysis, providing information, advice and guidance on the advantages of upskilling employees, and supporting the recruitment of apprentices.

Main Duties and Responsibilities:

- To represent the University on UpSkilling Lancashire Project Group and to work with colleagues and partners to promote the UpSkilling Lancashire Project in East Lancashire.
- To engage with employers and employees to provide information, advice and guidance on the relevance of skills provision, professional development and higher apprenticeships.
- To work with the University's Recruitment and Partnership Service to engage school-leavers and college graduates to promote degree apprenticeship opportunities;
- To support the engagement of appropriate small and medium sized businesses to the project through networking with other agencies and stakeholders in Lancashire, and in particular BOOST Business Lancashire.
- To undertake employer visits and training needs analysis with businesses across East Lancashire;
- To work with SMEs on the identification and definition of workforce development brief and provide practical support to aid the process of recruiting to fill apprenticeship opportunities;
- To complete project monitoring reports and data collection as required by the project manager.
- To engage and report on activities with businesses that take part in the UpSkilling Lancashire programme and secure positive outputs that help meet targets and produce case studies that help in promoting the programme to businesses.
- To support the delivery of placement projects by supporting and mentoring students, graduates and employees.
- Any other duties at the same level of responsibility as may be deemed necessary by the Director of the Service.

Person Specification

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Attributes	Essential	Desirable	Measured By
Work Experience	<ul style="list-style-type: none"> • Experience working in a business development or customer facing role • Experience of promoting or selling • Experience of networking with employers or businesses 	<ul style="list-style-type: none"> • Experience of working with SMEs through an HE environment • Experience of working on an EU funded project • Recruitment experience • Experience of training needs analysis • Experience of working in or with businesses 	Application form Interview
Education/ Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent experience 	<ul style="list-style-type: none"> • Relevant professional qualification 	Application form Interview
Skills/Abilities	<ul style="list-style-type: none"> • Ability to plan and organise own work • Ability to network in professional settings • Excellent verbal and written communication skills • Presentation skills • Knowledge of higher and degree apprenticeships 		Application form Interview
Personal Details	<ul style="list-style-type: none"> • Excellent interpersonal skills • Ability to deal and work with people of all levels • Effective administration skills • Driving Licence 	<ul style="list-style-type: none"> • Flexibility in approach to work 	Application form Interview
Other	An understanding of and demonstrable commitment to the University's Values of Common Sense, Compassion, Teamwork, Attention to Detail, and Trust as a framework for decisions, actions and behaviours.		