

## Karmand Community Centre Outline Job Description

<b>POST TITLE</b>	<b>Projects Monitoring Performance Officer</b>	<b>POST REF</b>	
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The following information is provided to help staff joining the Karmand Community Centre to understand and appreciate the work content of their post and the role they are to play in the organisation. However the following points should be noted.

1. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used, in which case all the usual associated routines are naturally included in the job description.
2. Officers should not refuse to undertake work which is not specified on this pro-forma but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Karmand Community Centre is an Equal Opportunities employer.

### **PRIME OBJECTIVES OF THE POST:**

This is an exciting position to join KCC to support the delivery of several projects including our Live to Learn across Trans Pennine programme funded by Asylum Migration and Integration, European Fund.

The Live to Learn across Trans Pennine provides ESOL / Integration skills, training and employment support for those furthest from the labour market. The job role includes assessing clients' support needs, drawing up individual Learning Plans, monitoring and evaluating their programme of support as well as completing paperwork to contractual and quality requirements.

The Project & Performance Officers role will be to ensure that all our programmes and projects are effective, efficient and of a quality that meets high quality service standards. Primarily the role will focus on the coordination and monitoring of the Live to Learn across Trans Pennine Programme. The post holder will work closely with our partners and management to support them to meet the monitoring and compliance responsibilities of the funder and the programme

### **SUPERVISORY/MANAGERIAL RESPONSIBILITIES:**

Occasional supervision of trainees.

### **SUPERVISION AND GUIDANCE:**

Directly responsible to the Training officer on a day to day operational basis within the overall organisational objectives laid down by the Management Committee.

### **RANGE OF DECISION MAKING:**

To use own initiative in teaching area. Routine decisions relating to care and welfare of Learners in line with the Health and Safety requirements.

## **RESPONSIBILITY FOR ASSETS, MATERIALS ETC.:**

Responsibility for all equipment and play materials. Confidentiality of information.

## **RANGE OF DUTIES: -**

1. To manage and monitor the day to day operation of KCC's projects including the Live to Learn across Trans Pennine to ensure KCC achieves the targets set by our funders
2. To help develop monitoring and compliance systems, processes and procedures to ensure effective management and reporting of the programme's outputs and results in line with funder's requirements.
3. Attend regular meeting across Trans-Pennine, collect data and review outcomes
4. To work closely and collaboratively with all partners to ensure their understanding of, and adherence to, their schedule of deliverables and associated key dates of submission of evidence
5. To support and monitor hub work to rectify any issues or discrepancies in data & information quality
5. To complete all necessary contract documentation and ensure that all learners files are maintained according to contractual and quality standards
6. To update information on management Information Systems as required by contractual and quality standards
7. To collate and file information and provide reports or statistical data as required.
8. To support the Management team with undertaking formal performance monitoring, compliance, financial and quality audits of services
9. To support the CEO in arranging and facilitating regular programme and project specific meetings including advising on Agenda, and reports
10. To make presentations to existing and potential clients and to represent KCC at meetings
11. To help manage delivery risks highlighting any potential concerns, or issues to the CEO and to provide support to mitigate or avoid risk
12. To maintain an up to date knowledge of the local labour market and sector developments.
13. To work to Matrix and other quality standards as required by the KCC
14. Undertake any other tasks that are appropriate to the post and which reflect the needs of the organisation, to be negotiated by the post holder, and Centre Manager

## **FINANCIAL MANAGEMENT**

To comply with and act in accordance with the organisations financial regulations

## STAFF MANAGEMENT

- To participate in Staff Development, Appraisal and Training as required.
- To be familiar and comply with KCC's Personnel policies and procedures and office code of conduct and the Staff Handbook.

## OTHER DUTIES

- To ensure equality of opportunity both in service provision and employment, having regard to the needs of the diverse community we serve.
- To have knowledge of the Safeguarding Vulnerable Groups Act (2006) and to comply with this legislation at all times.
- To ensure that your own actions and those of your team reduce risks to health and safety and to work in line with the company's policies and procedures with regards to
- Health and Safety.
- To comply with legislation and KCC's policies and procedures including Data Protection and Computer Security.
- To participate in exit and leaver processes as required.

## GENERAL

To work in a collaborative and co-operative manner in support of the organisations business objectives.

The duties of the post may change and develop from time to time in the light of new legislation, KCC Policies, organisational developments, programme requirements and social trends. Such developments will be monitored in conjunction with the CEO and will be reflected as necessary in the job description.

To undertake any other duties commensurate with the grading of the post subject to reasonable adjustments the Equality Act.

This job description is not exhaustive. It is a guide to the work the post holder will initially be required to undertake and may be reviewed to meet changing needs of the organisation

OFFICIAL USE ONLY	Compiled by Staffing Sub- Committee	Assessment Date 9 August 2019	Date of Issue 9 August 2019	Post Grade
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**PERSONNEL SPECIFICATION**

**Post Title: Outreach Worker**

**Post Reference:**

**Summary of Job:** To provide an efficient and effective outreach and administrative support to the project and all its staff and service providers at the centre and to facilitate the efficient implementation of their duties and responsibilities in meeting the needs of the community using the centre. To provide administrative support to the training provision at the centre and organise courses as required

Karmand Community Centre is an Equal Opportunities Employer and requires its employees to carry out its policies concerning racial and sex equality and the rights of people with disabilities both in terms of equal opportunity for employment and access to its Services.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>EXPERIENCE</b>	<p>Minimum of two years' experience of Experience of planning, managing and monitoring significant programmes and projects</p> <p>Experience Using performance and management information systems, including data input and producing reports</p> <p>Experience of preparing Learning for English accreditation</p>	Experience of working with ethnic minority communities.	Application Form Interview
<b>QUALIFICATIONS</b>	<p>Educated degree level or equivalent</p> <p>Working in a voluntary organisation</p> <p>Delivery and/or monitoring within a European funded project</p>	Teacher training qualification for ESOL Integration.	Application Form Interview
<b>TRAINING</b>	Prepared to undergo further development and training as operational needs dictate.	None	Application Form Interview

<b>SPECIAL KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Excellent Interpersonal skills &amp; relationship building skills</li> <li>• Written &amp; verbal communication skills</li> <li>• Working practice of Microsoft Office – Word, Excel &amp; Outlook</li> <li>• Practical, administrative and organisational skills</li> </ul>	Ability to speak Urdu and Punjabi. Local knowledge (i.e. the Bradford area)	Interview Test
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<b>EQUALITY</b>	Candidates should indicate an acceptance of and commitment to the principles underlying Karmand Community Centre's Equal Rights policies and practices.		Interview
<b>DISPOSITION ADJUSTMENT/ ATTITUDE</b>	The ability to evaluate students' progress and maintain clear records	None	Interview
<b>PRACTICAL &amp; INTELLECTUAL SKILLS</b>	The ability to evaluate his/her own performance. Experience of offering advice to learners with regard to their progression within ESOL or other curriculum areas as appropriate The ability to work as part of a team	None	Application form & Selection process
<b>CIRCUMSTANCES PERSONAL</b>	Must be legally entitled to work in the UK. Ability to work occasional unsocial hours (to fit in with training programmes) Able and willing to attend partnership meeting across Trans-Pennine, regular meetings. Able and willing to contribute to regional, national or other projects where relevant and appropriate	None	Sight of Home Office specified documents at interview.
<b>PHYSICAL / SENSORY</b>	Must be able to perform all duties responsibilities in work location with reasonable adjustment where appropriate under the provisions of the DDA 1995.		Information supplied by applicant prior to or during the selection process.

### SPECIAL CONDITIONS

Management requires that the following checks be carried out as part of the recruitment process e.g. CRB, Warner Process.	Level of Disclosure:
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