

Job Information Pack for IRES Programme Connector

Thank you for showing an interest in working for Capital City Partnership. Please find below the following documents for this post.

- Job Description and Person Specification
- Employee Benefits

We require you to complete the separately attached CCP Application form (including monitoring form) and return it to rona.hunter@capitalcitypartnership.org by **noon, Friday 21st February 2020**.

Please note applications received after this time and date will not be accepted

Applications submitted will be acknowledged. If you are invited to an interview, you will be notified in writing with at least 5 days' notice of the arrangement.

All interviewed applicants will be notified of the outcome. If you are not invited to interview and do not hear from us within six weeks of applying, then you have been unsuccessful.

Formal confirmation of a job offer is subject to many checks; including two employer references, proof of qualifications, and right to work in the UK.

A three-month probationary period will form part of the job offer.

Please note we welcome secondment opportunities for this regional opportunity

Closing Date: Noon, Friday 21st February 2020.

Job Description

TITLE: IRES Programme Connector

STARTING SALARY RANGE: £37,590 – £44,912

DURATION: Two-year fixed term contract (extension subject to review)

RESPONSIBLE TO: Chief Executive Officer of Capital City Partnership

Organisation Details

Capital City Partnership (CCP) is an arm's length company of the City of Edinburgh Council and is tasked with the operational development, management and support of local and regional employability and poverty reduction measures.

It takes a flexible approach to changing economic conditions, needs and opportunities with core functions comprised around

- The management of employability related grants and contracts awarded to external providers
- The provision of policy advice, research and development support to stakeholders and influencers
- The development and maintenance of common communications and management information infrastructures
- Increasingly, provision of support to the Edinburgh and South East Scotland City Region Deal skills programme

JOB PURPOSE

This job is funded under the Edinburgh and South East Scotland City Region Deal.

The Edinburgh and South East Scotland City Region Deal have a skills element called the Integrated Regional and Employability Skills (IRES) programme. There are seven themes under this;

1. Labour Market Analysis
2. Integrated Knowledge Systems
3. Intensive Family Support
4. Data Skills Gateway
5. Housing and Construction Infrastructure Gateway
6. Integrated Employer Engagement
7. Workforce Mobility

This post has been funded to support the central IRES Programme Management Office within the City Region Deal, to co-ordinate and link the seven themes together and to ensure integration with the wider City Region Deal where relevant.

The Edinburgh and South East Scotland City Region Deal is a change programme, to help bring about better regional alignment and facilitate change in how we work together and make better use of opportunities for economic inclusive growth.

This approach is about enabling existing employability and related skills services to work better collectively and bring about genuine, joined up and sustainable integration. It requires significant regional partnership working to be at the heart of all approaches.

We are looking for an enthusiastic and experienced co-ordinator who is capable of effective leadership and relationship building.

The **IRES Programme Connector** will be responsible for the following main areas.

- Support the IRES Project Leads to deliver the ambition set out in the seven Project Propositions, providing a “horizontal view” across the IRES programme to identify areas for cross working and partnership approaches;
- Extract and implement learning from project and stakeholder engagement activities for the central communications team, including identifying and creating case studies and best practice examples;
- Collaborate with other City Region Deal activity to maximise inclusive growth potential;
- Facilitate on-going regional learning events and good practice recommendations for sustainability which can be considered at the IRES board;
- Working with each of the project leads to analyse performance and identify shared key performance indicators. Managing links between the themes and individual projects contained within and facilitating partnership working and introductions;
- Identification and promotion of further engagement opportunities between partners beyond the IRES programme, including mapping business as usual activities across the city region – looking to combine, consolidate and add value, where appropriate;
- Helping to identify new funding and collaboration opportunities (Fair Start, NOLB, UK Shared Prosperity Fund) and facilitate relationship building across the IRES programme for these opportunities;
- Facilitating shared performance / shared objectives between projects (horizontal view);
- Conducting stakeholder engagement, co-production, and innovation workshops as opportunities arise;
- Securing the collaboration vision, and articulating benefits of wider partnership working across the city region to both internal and external stakeholders;
- Facilitation of Employability Leads group and Regional No One Left Behind activity, and other stakeholder groups where relevant;
- Support financial claim monitoring where necessary and appropriate;
- Support for the IRES Board.

Supervision and Management

The post holder may work with minimal supervision and will be responsible to the Chief Executive Officer of CCP as their direct line manager, with wider connection to the IRES Programme Management Office. They will have access to a Business Assistant for support.

Creativity and Innovation

The post will require creativity in solving a range of project management challenges, including being able to contribute and participate in strategic vision and future policy setting.

Contacts and Relationships

The post will have a range of contacts, both internal and external, mostly at a senior level - reflecting the varied nature and diversity of this project. Strong regional partnership working is essential to the success of the project aims.

Decisions

The post will make a range of proposals and decisions relating to the management of the overall IRES programme. The post will ensure relevant legislation, regulations, policies, procedures and other relevant conditions are applied appropriately.

Resources

The post will be based within the central CCP office and will be provided with all standard office functions. Due to the nature of the project, working peripatetically across the regions as the project develops is a definite. A budget is available to accommodate this, and additional equipment will be provided for flexible working. Working from other regional bases will be encouraged and supported if a business case is identified.

Person Specification



KNOWLEDGE AND SKILLS

Essential

- Two years minimum recent senior manager experience of working within the employability or skills sector; including higher or further education, community planning, or third sector working;
- Understanding of the barriers to employment and skills many disadvantaged residents face and how inclusive growth can alleviate this;
- Experience of senior project management, including developing and overseeing implementation plans, budget management, managing milestones and deadlines;
- A self-starter able to work from own initiative and confident to work independently across a regional structure with a variety of stakeholders;
- Ability to demonstrate an appropriate level of leadership to bring together stakeholders and service providers to test new ideas and facilitate change;
- Ability to further develop a network of regional contacts and relationships to work effectively within a cross-partnership setting;
- Excellent presentation, verbal and written communication skills, including report writing for a senior audience;
- Experience of mapping services and project goal alignment, including creating shared KPIs and baseline measurements;
- Understanding of employability drivers at a local and national level, including the No One Left Behind and Fair Work Agenda;
- Understanding of the Edinburgh and South East Scotland City Regional Deal and wider opportunities;
- Understanding of the Integrated Regional Employability Skills element of the City Regional Deal;
- Meticulous approach to record keeping and recording of information;
- Confident in the use of a wide range of software packages, including MS Office; and

Desirable

- Experience of communications and marketing;
- Experience of regional partnership working;
- Experience of funding applications and partnership bids;
- Experience of CRM systems for stakeholder engagement;
- A clean driving licence.

Please note we welcome secondments for this opportunity

Employee Benefits



EMPLOYEE BENEFITS

Your workplace will be The Capital City Partnership Offices at 165a Leith Walk Edinburgh.

The Capital City Partnership operates a 5-day, 35 ³/₄ hour working week.

Some evening and weekend work may be required, and the Capital City Partnership operates a flexitime and TOIL system.

Payment of the annual salary is by twelve monthly instalments. This is subject to appropriate deductions for National Insurance, Income Tax and Superannuation. Any broken period at the beginning or end of your service will be paid pro-rata. Payment will be made towards the end of each month by direct credit transfer to your bank or building society.

The paid leave entitlement is 25 days annual leave, 6 days floating and 4 fixed public holidays. Annual leave increases by one day per year of service to a maximum of 30 days. The Capital City Partnership's leave year runs from 1st April to 31st March.

The Capital City Partnership premises is a no-smoking area.

Under statute you are required to make provision for a pension. As an employee of the Capital City Partnership, you are eligible to participate in the CCP pensions scheme, which is a contributory scheme, members being automatically contracted out of the State Earnings Related Pension Scheme.

Please note that conditions of service at the Capital City Partnership are modelled on those applicable currently in the City of Edinburgh Council and any subsequent amendments, subject to the practicality of their implementation in a small organisation.

Any procedures that have been agreed are available on request.

As of 1st May 2004, it is a requirement of the Asylum and Immigration Act 1996 that employers verify authenticity of specific documentation relating to an individual's identity and UK residency status.