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**Job Description**

**TITLE:** UKSPF Grants Manager

**STARTING SALARY:**£40,281

**DURATION:** Fixed Term until 31st March 2025

**RESPONSIBLE TO:** Deputy Chief Executive

**CLOSING DATE:** Noon, Friday 2nd December

**CCP actively encourages applications from people from ethnically diverse backgrounds.**

*Please send your CV and cover letter in one document to* [*paige.evans@capitalcitypartnership.org*](mailto:paige.evans@capitalcitypartnership.org)*, along with our Equal Opportunities Monitoring Form.*

**ORGANISATION DETAILS**

[Capital City Partnership](https://capitalcitypartnership.co.uk/) (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 but its core functions comprise.

* The management of all employability related grants and contracts awarded to external providers by the council and other key partners
* The management of assessment processes related to bids received for such grants and contracts and making recommendations for funding
* The provision of policy advice, research, and development support (including secretariat functions) to the city’s Jobs Strategy Partnership and partners
* The development and maintenance of common communications and management information infrastructure for the Jobs Strategy Partnership
* Development and support of the Joined Up for Jobs network and the Joined Up for Business partnership
* Provision of support to the Edinburgh and South-East Scotland City Region Deal Integrated Regional Employability and Skills programme.

**JOB PURPOSE**

The **UK Shared Prosperity Fund (UKSPF) Grants Manager** is a new position requiring a wide-ranging skillset to meet the contract management and partnership relationships remit we require to deliver a Programme Management Office for Edinburgh delivery of the UK Shared Prosperity Fund and Levelling Up Agenda. The programme will cover three main themes: Communities and Places; Local Business Support; and People and Skills. It will also connect to the nationwide Multiply programme.

The Grants Manager will report to UK government, City of Edinburgh Council and the Capital City Partnership Board regarding the performance and delivery of the programme of funding. They will also work with colleagues in Capital City Partnership, City of Edinburgh Council and the wider Job Strategy Partnership to ensure alignment and integration with other poverty alleviation, employment and community cohesion programmes.

We require a manager to oversee the over £9 million programme of delivery under UKSPF. The role will involve close working with the public, private and voluntary sector grant recipients. The successful candidate will be expected to provide monitoring, audit and tracking of all contracts and grants, identify opportunities for partnership working, and facilitate networking.

Other significant duties include supporting the development, design, and commissioning of service; developing service standards for delivery; co-ordinating a quarterly UKSPF Forum to support the programme; publicising the projects involved in the programme; working alongside the management information system and portals team for client tracking; and ensuring best value from spend in this area.

The post holder will join a small team of grant managers and officers and will line manage a grant officer and part time finance officer. The successful candidate will also liaise with our employer engagement team and our Edinburgh and South-East Scotland City Deal teams to promote synergies across the funding landscape.

**KNOWLEDGE AND SKILLS REQUIRED**

Essential

* Two years minimum recent senior management experience of working within the employability, skills, community development, business support or related areas.
* Qualifications or skills and experience to SCQF Level 9 including, for example, Bachelors/Ordinary Degree, Graduate Diploma, Graduate Certificate, Professional Development Award, or equivalent experience.
* Understanding of the Levelling Up Strategy from UK Government and the No One Left Behind and Fair Work strategy from Scottish Government and their relationship and impact on local poverty alleviation and inclusive growth agendas.
* Understanding of the Edinburgh Partnership and the Local Outcome Improvement Plans (LOIP).
* Understanding of the Edinburgh Poverty Commission recommendations and the challenges facing people in poverty.
* Understanding of the Edinburgh and South-East Scotland City Region Deal Integrated Regional Employability and Skills (IRES) programme.
* Understanding of the Edinburgh Local Employability Partnership infrastructure, including the Joined Up for Jobs network of employability projects, and the Joined Up for Business partnership support for employers.
* Experience in the management of contracts and grants, ensuring targets are met and high level of accuracy and compliance achieved.
* Experience of managing and monitoring capital projects.
* Ability to demonstrate an appropriate level of senior relationship building and networking to bring together stakeholders and partners for agreed objectives.
* Experience of supporting businesses to develop their approach to an inclusive growth agenda.
* Excellent presentation, verbal, and written communication skills, including report writing for a senior audience and funders.
* Meticulous approach to record keeping and recording of information.
* Confident in the use of a wide range of software packages, including MS Office.
* Confident in working in a virtual setting if required, including use of Microsoft Teams, webinars, and other software options.
* Ability to manage a small team of officers, including setting work targets and managing performance.

Desirable

* Understanding of Community Benefits and the potential to exploit procurement to generate support for positive outcomes.
* Experience of capacity building in the third sector, supporting organisations and projects to grow and develop.
* Understanding of issues related to diversity, inclusion and poverty
* Experience of website and/or MIS systems development.
* Experience of procurement processes and use of Public Contract Scotland, DWP Dynamic Purchasing System or equivalent.
* Knowledge of the net zero approach and green skills.
* Experienced in developing marketing strategies to promote and engage effectively with related audiences.
* Experience of developing and managing training interventions for upskilling.
* Experience of supporting vulnerable or marginalised groups to achieve positive outcomes and understanding the challenges they often face.
* Experience of presenting data in an easily understood format, such as Power BI.

**EMPLOYEE BENEFITS**

* Hybrid working
* Flexible working (flexitime)
* 26 days starting annual leave
* Birthday leave
* 10 public holidays
* Employer pension contribution
* Employee assistance programme
* Personal development opportunities.

**OTHER INFORMATION**

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

The Capital City Partnership operates a 5-day, 35 ¾ 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 annual leave entitlement is 26 days, increasing by one day per year of service to a maximum of 31 days. Employees also receive 10 paid public holidays (6 floating and 4 fixed). The Capital City Partnership’s leave year runs from 1st April to 31st March.

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 in the CCP staff handbook.

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.

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