

This role will lead the delivery of a number of strategic skills and employment projects aimed at supporting the upskilling of Kirklees residents.

This role will be responsible for the smooth running of the Adult Learning provision and the ongoing development of strategic education and skills projects as directed by the Head of Service and Strategic Partnership Manager for Skills and Employment. This current includes acting as Lead on Digital Inclusion and development of initiatives to develop construction sector Apprenticeships and other opportunities but will vary according to the needs of the district .

Adult and Community Learning Courses support Kirklees residents aged 19+ to find their potential and update their skills. Adult and Community Learning is an Ofsted regulated provision that has been graded ' Good '

The list below provides an overview of key duties :

The Job Role

As the lead for these projects in Kirklees, you will be part of an ambitious and highly collaborative team. Your focus will be:

- Contract management of VCS partners and overall programme compliance with ESFA funding rules
- Performance management of partners and against programme KPIs – identifying issues and agreeing remedial actions as required
- Liaison with external funders where necessary.
- Liaison with colleagues in learning to ensure that quality and OfSTED requirements are met.
- Oversight of submission of accurate claims.
- Oversight of the MIS system Yeti liaising with supplier to ensure system is fit for purpose and competent.
- Preparation and lead on external audit (annual requirement).
- Secretariat for advisory board.
- Partnership working to create suitable Progression Opportunities for residents.
- Representation of Kirklees Council and residents at meetings including regional forums
- Preparing for Devolution, including identification and development of new opportunities working with the Head of Service and Strategic Partnership Lead for Skills and Employment.
- Budget management in line with Council Regulations and funding Guidelines including authorising payments to partners.
- Ensure project risks are identified and mitigated.
- Carry out effective line management and development of project staff.

You will be an individual who has knowledge, understanding and experience of leading externally funded employment and/or skills projects with excellent communication and leadership skills and the ability to work autonomously.