



Creating Possibilities
in East London

PROJECT MANAGER, EMPLOYMENT & SKILLS (Parity Project)

TERMS & CONDITIONS, JOB DESCRIPTION AND PERSON SPECIFICATION

Terms and conditions

Job Title: Project Manager, Employment & Skills

Reports to: Employment & Skills Programme Manager

Salary: £28,000 - £34,000 per annum

Hours: 35 hours per week, some evening work is required

Annual Leave: 27 days per annum plus public holidays

Length of Contract: 1 year fixed term contract (extension subject to funding)

Location: East London Business Alliance
3rd Floor, City Reach
5 Greenwich View Place
London E14 9NN

About ELBA

The East London Business Alliance (ELBA) is a registered charity and non-profit agency that has been working to support the social and economic regeneration of east London for more than 30 years. ELBA works in partnership to build the capacity of local organisations through brokerage of business skills, resources and expertise. Its three focus areas are; Community development, Education and Employment.

ELBA is currently an alliance of over 80 member organisations, including major City and Canary Wharf companies, public sector organisations, universities, regeneration agencies and registered social landlords. Organisations join and support the work and aspirations of ELBA by making an annual charitable contribution.

Employment and Skills

When ELBA's employment and skills programme was established in 2005, its mandate was simple; to engage our member companies in the local unemployment agenda and help disadvantaged people from East London into work. Since then, we have supported over 6, 000 people into work, thousands more have benefitted from work experience placements, internships, mentors and training.

Our approach to skills and employment embraces the many dimensions of people's lives and recognises the critical junctures disadvantaged communities face when considering aspirations, careers and employment.

ELBA's unique status as a private sector funded regeneration agency, lends itself perfectly to employment and skills agenda. Our membership base provides access to their opportunities, supply chains and strong market knowledge; enabling us to galvanise and drive this crucial work forward.

ELBA's employment and skills team continues to increase its scope, partnerships, projects and job outputs year on year. This is backed by an excellent framework for delivery, and underpinned by the support of our Skills and Employment board members, a representative group of 27 large active employers of local labour. Funders contributing to the programme's success span both private and public sector and include Accenture, Barclays, British Land, HSBC, Nomura, State Street and ISS Facilities Services.

Purpose of the job

As ELBA continues to strengthen its role in supporting corporate partners with responsible recruitment and retention practices, an exciting opportunity has arisen for a new Project Manager to join the team delivering the Parity Project.

Now in its 3rd year, the award winning Parity Project brings the business skills, expertise and experiences of our partners to bear to; support greater labour market engagement and participation among YBM, and raise awareness of and vital access to sustainable career opportunities.

Key learning and recommendations from this programme will feed into an extension and expansion proposal along with contributing to stakeholder strategies and research.

The objectives of the project are to:

- Provide exposure and insight for YBM into what it is like to work in the corporate world
- Increase project participant's employability competencies and labour market participation
- Increase business' understanding of the challenges facing YBM trying to access and progress in professional roles

Job Description

- Develop and design project resources / materials, with support of Programme Manager.
- To collaborate with ELBA's partner organisations to identify and train local residents looking for work.
- Source and coordinate work placements.
- Update and create innovative training materials to deliver employability workshops and programmes of activities.
- Identify and coordinate community and corporate partner volunteers.
- Schedule quarterly steering group meetings, acting as chair if required.
- Capture KPI information and record outcomes and feedback across projects.
- Provide regular reports to internal and external stakeholders, identifying areas for development and recommending innovative solutions.
- Work with the project evaluator to provide project data on request.
- Oversee all project deliverables to ensure the project remains on track to meet/exceed all performance indicators.
- Attend meetings and complete written reports as required by the Programme Manager.
- Work with ELBA colleagues to collaborate on cross cutting agendas.
- Record data using CRM
- Contribute to ELBA's proposals and bids for future employment projects.
- Represent the Employment & Skills team at the Practitioners' Forum, working with ELBA colleagues.
- Proactively generate case studies, news articles, photos and social media content to promote the project in line with communication targets and protocols.
- Undertake any other appropriate responsibilities as required by ELBA.

Person Specification

ELBA's core competencies define the principles and ethos that are central to the way we seek to operate as an organisation and the way we treat those with whom we come into contact. They inform what we do and how we do it; we expect every member of staff to commit to creating value for our members and community partners. ELBA's core competencies are:

- Accountability
- Leadership
- Commercial awareness
- Relationship management
- Adaptability
- Delivery
- Communication
- Creativity

In addition the ideal candidate will be/have:

Personal characteristics	Essential	Desirable
Passionate about supporting unemployed adults into sustainable careers with particular focus on the YBM demographic	•	
Highly organised with an ability to prioritise, work under pressure and deliver against set targets to agreed deadlines	•	
A target-driven self-starter with the ability to manage a diverse range of partners and tasks	•	
Able to move and adapt across ELBA interfaces - corporate, public and third sectors - with ease, possessing excellent interpersonal skills	•	
Excellent oral and written communication skills with the ability to articulate messages clearly and concisely in an engaging style consistent with ELBA's brand	•	
Adept at spotting opportunities for programme development and further funding		•
Experience	Essential	Desirable
A minimum of 2 years' experience in a front line welfare to work or recruitment role in a target driven environment	•	
Experience of engaging a diverse audience through outreach and other activity	•	

Able to demonstrate project management and accountability (this role requires managing delivery at multiple sites)	•	
A proven track record of facilitating/delivering employability sessions	•	
A demonstrable track record of engaging employers, account management and generating new job opportunities	•	
Ability to screen and match candidates to employment and work placement opportunities with a high degree of success	•	
Has worked across corporate, public and third sectors		•
Demonstrable experience of programme monitoring and evaluation		•
Experience of writing and presenting reports (both qualitative and quantitative)		•
Knowledge and understanding		
A good understanding of Welfare to Work	•	
Sound knowledge of the challenges facing YBM in the existing labour market	•	
Knowledge of stakeholders and agencies in east London		•
Knowledge and understanding of Corporate Social Responsibility (CSR) and the business case for having a CSR programme		•
Experience of working with and facilitating employee volunteering activities		•
Understanding of commercial developments and their impact on funding		•
A high level of IT literacy	•	