

JOB DESCRIPTION

POST:	Project and Partnerships Manager
JOB LOCATION:	The Lancashire Colleges (TLC) is based at Preston's College, St Vincent's Road, Preston, PR2 8UR
HOURS:	22.2 hours per week (0.6FTE) <i>This may be worked over 3 or 4 days, to be agreed with the successful candidate on appointment</i>
CONTRACT:	Fixed term to 31 July 2021 <i>This position is open to external applicants. In addition, staff from TLC's member colleges may apply for this position on a secondment basis with the permission of their current college line manager.</i>
SALARY:	£30,000 pa (based on 1.0 FTE)
ANNUAL LEAVE:	33 days plus Bank Holidays (based on 1.0 FTE)
RESPONSIBLE TO:	TLC's Director
RESPONSIBLE FOR:	No direct reports

The Lancashire Colleges (TLC) is a membership organisation that has been working on behalf of the further education and sixth form colleges of Lancashire for over 20 years. Collectively we and our member colleges are committed to delivering high-quality education and skills provision to promote economic growth and social cohesion within our local communities. TLC's small executive team supports its member colleges to provide the highest quality of further and higher education in Lancashire through:

- Reputation and Influence - Maintaining a high profile for TLC as a single point of contact for the colleges of Lancashire and as a trusted partner with key decision-makers at local and national levels, providing members with a collective and authoritative voice and promoting members' achievements.
- Collaboration and Income Generation - Enabling collective action on behalf of members to realise new and additional funding streams for Lancashire and responding to new tendering and business opportunities where they will add value to the work of our members.
- Sustainability and Quality Improvement - Supporting members as they prepare and respond to changes in the education and skills system, facilitating collaborative working and the sharing of best practice, intelligence, resources and risk so that members remain responsive, relevant and sustainable institutions.

For further information please see www.tlc.ac.uk.

ROLE PURPOSE:

The Project and Partnerships Manager will support delivery of TLC's priorities through the strategic and operational management of key projects and partnerships working collaboratively with member colleges, wider partners and key stakeholders. They will be required to work independently and using their own initiative to effectively deliver on multiple and competing priorities.

The information given below is intended to provide an outline of the responsibilities associated with the role. This is in general terms only and is not intended to be prescriptive, the post holder will be

expected to work in a flexible, proactive manner as a member of a small team and to carry out such duties as are determined necessary by the team's Director.

REPORTING LINES:

The Project and Partnerships Manager will report to TLC's Director and will liaise directly with colleges, partner organisations and stakeholders including funding bodies. They will have no direct line management responsibilities but will work closely with all members of the team. They will be required to manage and monitor project budgets and deliverables, working with TLC's Director.

KEY RESPONSIBILITIES:

- Successfully delivering TLC's projects against agreed timescales and budgets, monitoring and mitigating against key risks, problem-solving, managing the performance of partners/subcontractors and leading TLC's relationship with funding bodies.
- Developing and maintaining positive relationships with key, including senior, personnel in member colleges to support the successful delivery of projects and other collaborative activities. Providing ongoing advice to colleges on the delivery of projects, from strategic fit to funders' requirements.
- Establishing and maintaining effective and compliant project administrative systems, compiling and submitting claims and reports as required by funding bodies, steering groups and TLC's Board.
- Working closely with the lead organisations responsible for projects in which TLC is a strategic partner, maintaining 'support and challenge' relationships to ensure that projects add value, and that management and administrative systems are proportionate and clearly communicated to member colleges, gathering feedback from members to inform and influence change.
- Representing TLC externally, acting as an advocate for member colleges, actively promoting TLC's projects, influencing strategies, local priorities and decision-making and identifying opportunities.
- Maintaining a broad knowledge of member colleges' provision, attending local networks to provide updates, share good practice and identify opportunities for collaboration including for the establishment of referral and progression routes to/from college provision.
- Identifying new funding and collaborative working opportunities which will support TLC's objectives, making recommendations for action. Working with TLC's Director, member colleges and partners to support the preparation of project funding bids and business cases.
- Working flexibly to support the team and with honesty and integrity at all times. Acting and dressing professionally at all times as a representative of TLC and its member colleges, setting a positive example to others.
- Complying with TLC's Policies and Procedures e.g. Financial Regulations, Code of Conduct, Health and Safety and Equality and Diversity Policies and undertaking related training as and when required by TLC's Director.
- Deputising for TLC's Director and undertaking any other reasonable duties as required and as appropriate to the grade.
- Recognising your own strengths and areas of expertise and using these to support others as well as identifying areas for self-improvement and opportunities to support continuous professional development.

PERSON SPECIFICATION
Project and Partnerships Manager

TLC is committed to ensuring equal rights and opportunities for all including in our recruitment practices. The selection of candidates for interview will be based on the extent to which each applicant's skills, knowledge and experience fits with the person specification given below using only the information contained within the CV and covering letter submitted by the individual.

CRITERIA	ESSENTIAL / DESIRABLE	ASSESSED BY*
EXPERIENCE		
Strong track-record of effectively managing projects on behalf of partnerships or consortia, meeting financial and other targets	E	A & I
Proven ability to build beneficial professional relationships with a wide range of individuals and organisations	E	A & I
Demonstrable communication and networking skills, confident in working with individuals at senior levels	E	A & I
Experience of successfully working with partners to identify and respond to new project, collaboration or funding opportunities	E	A & I
Successful at bidding for external funding and developing business cases	D	A
Minimum 2 years' experience of working within or closely with the further education sector	D	A
SKILLS AND KNOWLEDGE		
Negotiation and influencing skills, making convincing cases to funders, partners and stakeholders	E	A & I
Self-motivated and proactive, skilled at planning and organising own workload to deliver on multiple and competing priorities, with minimum supervision	E	A & I
Knowledge of European Structural and Investment Funds and other sources of project funding for colleges	D	A
Level 2 English and Mathematics qualifications (minimum GCSE grade C / 4 or equivalent)	E	A
Ability to use MS Office, specifically Word, Excel and PowerPoint	E	A
OTHER REQUIREMENTS		
A commitment to complying with TLC's Policies and Procedures including GDPR, Safeguarding, Health and Safety and Equality & Diversity	E	A
Willingness and ability to travel within and occasionally outside of Lancashire	E	A
Willingness and ability to work flexibly as a member of the team to deliver TLC's priorities	E	A

* A – Application, I - Interview