



**JOB DESCRIPTION**  
**Senior Talent Retention Adviser – Project Co-ordinator**

<p><b>JOB TITLE:</b> Senior Talent Retention Adviser          (Project Co-ordinator)          for Workforce for the Future (WftF)          WECA Project</p>	<p><b>Grade and Salary:</b>  <b>Start:</b> £29,637  <b>Mid:</b> £30,172  <b>Top:</b> £31,853</p>
<p><b>REPORTS TO:</b> Area Manager</p>	<p><b>Hours of Work:</b> 37 hours per week  <b>FTE:</b> 1.0</p>
<p><b>Everyone in Adviza works to make a positive difference for all young people and adults so that they have the best possible chance to progress successfully in learning and work. Our vision is for all young people and adults to make better decisions that help them to progress in learning and work and achieve their full potential.</b></p>	
<p><b>JOB PURPOSE:</b></p>	
<ul style="list-style-type: none"> <li>• To support with the successful delivery of the WECA ESF Workforce for the Future Project within the defined requirements of the contract</li> <li>• To support employers to retain local talent, reduce redundancies, analyse their workforce structures, invest in staff training and implement their plans as appropriate</li> <li>• Co-ordinate the resources available to deliver the project effectively and efficiently</li> <li>• Performance management and co-ordination of staff to achieve project outcomes</li> <li>• To use the income available efficiently to ensure the best outcomes for SMEs</li> <li>• To ensure all quality standards and compliance requirements are met, ensuring there is no risk of financial claw-back</li> <li>• This role is solely funded by the European Social Fund</li> </ul>	
<p><b>MAIN DUTIES AND RESPONSIBILITIES:</b></p>	
<ul style="list-style-type: none"> <li>• Performance management of individual Talent Retention Team members and to lead the team to successfully achieve the project targets, KPIs and outcomes</li> <li>• Lead, coach and support a team of staff, in their personal development that improve them as individuals and the quality of the service as a whole</li> <li>• Undertake supervision sessions with staff and annual "observations of professional practice" to motivate, monitor performance and encourage them to improve the quality of delivery to young people and stakeholders</li> <li>• To work with key stakeholders to co-ordinate the projects delivery, avoiding duplication and maximising the opportunities for young people</li> <li>• To support the recruitment of staff required to deliver the project as appropriate</li> <li>• To contribute to the reporting of progress to commissioners using the agreed procedures</li> <li>• To provide information to commissioners and other key stakeholders as required and agreed with Area Manager</li> <li>• Work with the compliance team and WECA WftF project team to ensure all employer claims are accurate and managed effectively in a timely manner</li> </ul>	



- To develop and maintain good relations with the employers engaged on this project and other WftF Delivery Partners and wider referral partners; this could include voluntary agencies, business support companies, community groups and other statutory services
- To collaborate with existing Adviza teams and other projects to maximise benefits for the programme participants e.g. National Careers Service
- To maximise the use of available technology to report on progress and gather feedback from employers and other stakeholders
- To co-ordinate remote delivery to maximise resources available and create virtual tools and resources to engage employers and stakeholders
- Any other duties required to successfully deliver the project
- Undertake other operational duties as directed by the Area or Regional Manager

**SCOPE OF JOB (BUDGETARY/RESOURCE CONTROL, IMPACT)**

Number of employees Managed/supervised	Up to 5
Budgetary control	None



**PERSON SPECIFICATION**  
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KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS, TRAINING AND EXPERIENCE</b>	<p>Experience of working with employers and/or in an skills analysis role</p> <p>Management and supervisory experience</p> <p>Experience of managing a front line delivery service</p> <p>Experience of performance management and meeting monthly targets</p>	<p>Educated to degree level or equivalent</p> <p>Holds a level 4 professional qualification in a relevant discipline; e.g. Careers Guidance, Training, Skills</p> <p>Experience supporting employers and promoting skills training and apprenticeships</p> <p>Experience of and business innovation, development and analysis of workforce structures</p>
<b>COMPETENCE SUMMARY (Knowledge, Abilities, Skills, Experience)</b>	<p>Ability to deal with a large number of competing priorities</p> <p>Creative, with an ability to see possibilities and develop projects</p> <p>Team worker able to establish excellent relationships with colleagues and to work with them in order to deliver high quality services</p>	<p>Delivered presentations at large and small events to key stakeholders</p> <p>Delivered an ESF-funded project</p> <p>Delivered a payment by results/partnership project</p> <p>Ability to influence and negotiate at a senior level to ensure successful project delivery is on budget and within agree timescales</p>



KEY CRITERIA	ESSENTIAL	DESIRABLE
	<p>Proven track record of effectively engaging employers/partners, including the private, public and voluntary sectors</p> <p>IT literate. proficient user of software packages including Microsoft Office and Financial management packages</p> <p>Proven track record of monitoring individuals and project performance against agreed objectives and targets</p>	<p>Proven track record of reporting activities to a variety of stakeholders using formal systems and processes</p> <p>Experience managing a project with high levels of compliance requirements</p>
<p><b>WORK-RELATED PERSONAL REQUIREMENTS</b></p>	<p>Excellent interpersonal and communication skills, both written and verbal</p> <p>Good organisational skills, including ability to prioritise, meet targets, agreed deadlines and report outcomes effectively</p>	

SPECIAL FACTORS
<ul style="list-style-type: none"> <li>• Some flexibility relating to hours of work is required.</li> <li>• Must be prepared to travel regionally across West of England Combined Authority (WECA) and occasionally nationally.</li> <li>• Share with Adviza, the commitment to safeguarding and promoting the welfare of children and young people.</li> </ul>