

Candidate Information Booklet

Belfast Works: Project Manager (Training & Development)

(Ref: TM/05/2022)

Closing date for applications:

Monday 23rd May at Midnight 2022

**Completed applications should be emailed to** [**hr@ashtoncentre.com**](mailto:hr@ashtoncentre.com)**.**

**Where a signature is required, this must be done electonically**

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Job Title: Project Manager (Training & Development)

Salary: £ 32,878 Per Annum

**Hours:** 37.5 hours per week

**Pension:** 7% employer contribution with a minimum 1% employee contribution

**Holidays:** 25 days per annum plus 11 Bank Holidays (pro-rata)

**Duration:**  Fixed Term to 31st March 2023

**Responsible to:** Operations Manager

*JOB BACKGROUND:*

As Project Manager, you will be responsible for the efficient and effective delivery of the Training & Employment Development. You will directly manage a team who will deliver the functions of the project. You will be responsible for developing and implementing project objectives and ensuring that results are monitored on an ongoing basis. You will work closely with the Operations Manager to ensure the project is on target and being effective. You will develop and maintain a network of project stakeholders and represent the project externally where applicable.

***KEY TASKS & RESPONSIBILITIES:***

1. To line manage the team and other project staff where requested.
2. To ensure the effective delivery of the project including, effectually applying the probation process, providing regular supervision and appraisal of staff, performance measurement, monitoring absence.
3. To manage the delivery of the T&D project as set out in the ESF application, Letter of Offer and ACT operational plan.  This includes the delivery of all targets and objectives and monitor performance on an ongoing basis
4. To manage the provision of services in the Ashton Centre’s network of outreach thus ensuring the widest possible coverage
5. To ensure all guidelines and processes set out by ESF are being enforced and adhered to including all procurement processes
6. Act as point of contact for the ESF managing authority and any other match funders, and sign off all reports and monitoring requests to the funders
7. To work in conjunction with the team in maintaining quality systems and standards into all programmes to include: ETI, JET, Matrix, ISO and EFQM in order to fulfil successful delivery of quality programmes to all user groups and to ensure that all standards and processes are being met for funders
8. Produce project analysis, data and reports at a strategic level for use by Ashton Management
9. Take responsibility for the overarching management of the service of the project, ensuring consistency and high standards across the delivery area and ensure the project operates within its budget and that any variances are reported
10. Organise if requested project staff recruitment, panels and appointments
11. Represent the project on a number of relevant fora and in the media
12. This list is not exhaustive and you will be requested to perform such other relevant tasks deemed necessary by Management of the Ashton Training & Employment Services to ensure the effective and efficient implementation of the project and the organisation’s action plan and that are commensurate with the grade of the post

***OTHER RESPONSIBILITIES***

* Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of the Ashton Community Trust, as may reasonably be requested by the Director
* Work flexibly on evenings, weekends and during school holidays to ensure full delivery of the programme
* Undertake training in order to develop work related skills and knowledge
* Work with due regard for Ashton Community Trust’s core values and objectives
* Ensure the effective implementation of and adherence to, the Trust’s policies and procedures
* Participate in Ashton Community Trust’s Performance Management and Appraisal process, and agree short, medium and long-term goals with line manager, and direct line staff.
* Identify learning and development needs with your line manager and evaluate T&D to demonstrate needs have been met.
* Share best practice and achievements, and contribute to opportunities to present outcomes and case studies.

**Status of the Job Description**

This job description is not incorporated into the employee’s employment contract. It is intended as a guide and should not be viewed as an inflexible specification and it may be varied from time to time in the light of strategic developments following discussion with the post holder. The post holder will be expected to work to objectives agreed with the line manager

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#### Person Specification

***Note to Applicant: When completing your application form you should demonstrate/evidence the extent to which you have the necessary education, experience, knowledge and skills identified as required by the application criteria for the post.***

***Important***

***Only typed applications will be considered for short listing***

***Please read questions carefully and provide full and clear detail in answer to each of the questions***

**Essential Criteria**

1. Recognised professional qualification at Level 5 or above relevant for the post

And, a proven record of accomplishment of 3 years or more experience within the last 5 years of working within an employment field as a project manager or coordinator in the delivery of mentoring services to participants. (Number of years’ experience may be increased should there be a need to facilitate manageable shortlists)

***Or***

A recognised professional qualification Level 3 or above in a relevant field and a proven track record of 5 years or more experience of working within an employment field as a project manager or coordinator in the delivery of mentoring services to participants.

1. Experience of managing a team of staff at a senior level
2. Experience of managing a team in a target driven environment
3. Experience of planning, scheduling and budgeting for education and training programmes yearly in advance and at short notice
4. Experience of analysing data, produce reports and identify key recommendations at a strategic level
5. Experience of working within a complex operating environment with a range of stakeholders and partners
6. Experience and good knowledge of I.T and database systems including; ability to use MS office (Word, Excel) Internet and Email;
7. *Experience of using own initiative, including effective prioritisation of tasks and working to agreed aims and objectives*
8. A willingness to be flexible in work patterns and to fulfil occasional evening and weekend duties
9. *Valid driving licence and access to transport appropriate for the post. (Consideration will be given to candidates, who because of a disability, cannot hold a driving license but they must have access to a mode of transport that allows them to fulfill the duties of the post)*

**Desirable Criteria:**

**(Desirable criteria may be used to shortlist applicants, should there be a need to facilitate manageable shortlists)**

* Management Qualification
* Knowledge and experience of working with the unemployed and the barriers they face
* Experience and good knowledge of working with databases
* Experience of working the submission of funding applications and the tendering of new contracts
* Experience of ESF funded programmes guidelines and procurement processes

**Vetting**

Appointment to this post is subject to successful applicant declaring all pending prosecutions, convictions, cautions and bind-over orders and their name will be submitted to Access NI for a check to be carried out.

**References**

Appointment is also subject to the return of Complete and satisfied references obtained from previous or present employers

**Guidance for Making your Application**

The application form is designed to ensure that applicants provide the necessary information to determine how they meet the competition requirements and the essential/desirable criteria.

* We will not accept CV’s, letters, or any other supplementary material in place of or in addition to, completed application forms.
* Applicants must complete the application form in type.
* Applicants must not reformat their application form.
* Information in support of your application will not be accepted after the closing date for receipt of applications.
* Relevant or equivalent qualifications – if you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied, etc. so the panel can make a well-informed decision.
* It is essential that all applicants demonstrate on their application form how and to what extent their experience and skills are relevant to this post and the extent to which they satisfy each of the essential and desirable criterion specified. If you do not provide sufficient detail, including the appropriate dates needed to meet the criteria, the selection panel will reject your application.
* The examples you provide should be concise and relevant to the criteria. This is very important as these may be discussed at interview and you may need to be prepared to talk about them in more detail. It is your unique role that the panel are interested in, not that of your team or division.

Ashton Community Trust will not make assumptions from the title of the applicants post or the nature of the organisation, as to the skills and experience gained

**Application Form Submission**

* Completed applications can be submitted by:
  + Email to HR@ashtoncentre.com.
* We will not accept incomplete application forms; application forms received after the closing deadline or reformatted application forms.
* Please only return the application form.
* Should you have any queries please contact email at [HR@ashtoncentre.com](mailto:HR@ashtoncentre.com).

**Interview Guidance for Applicants**

At interview, the selection panel will assess candidates against the competencies, qualifications and experience for the post.

If this is your first experience of a competence-based interview, bear in mind that it does not require you to:

* Talk through previous jobs from start to finish
* Provide generalised information as to your background and experience.
* Provide information that is not specifically relevant to the competence the question is designed to test.

A competence based interview does however require you to:

* Focus exclusively, in your responses, on your ability to fulfil the competences required for the effective performance in the role.
* Provide specific examples of your experience in relation to the required competence areas.

**Disability Requirements**

Ashton Community Trust will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability are only used for this purpose and do not form part of the selection process. If you are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up appointment. If you wish to discuss your disability requirements further, please contact HR on 02890 322289.

**Feedback**

Ashton Community Trust is committed to providing feedback in respect to decisions taken in determining eligibility/shortlisting as well as at interview. Feedback will be communicated on receipt of a written request.

**Equal Opportunities Monitoring Form**

Ashton Community Trust complies with relevant Equal Opportunities legislation and policies.

Prior to appointment with Ashton Community Trust the following will be required:

* Proof of qualifications
* Proof of eligibility to work in the UK
* Personal ID
* ACCESS NI check depending on role.

Ashton Community Trust complies with Access NI Code of Practice, which can be downloaded from <https://www.nidirect.gov.uk/sites/default/files/publications/accessni-code-of-practice.pdf>



**Confidential**

Ashton Community Trust

Ashton Centre, 23 Henry Place, Belfast BT15 2AY

**Employment Application Form Application Number:** TM/05/2022/

Please complete this application form in **type only** and return it on or before the closing date stated. Late applications will not be accepted. Only information provided on this application form will be considered by the panel. CV’s will not be accepted.

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| **Post applied for:** | **Training Manager** |  |  |
| **Hours:** | **37.5 hours per week** | | |
| **Closing Date and Time:** | **23rd May 2022 Midnight** | | |

**Personal Details:**

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| --- | --- |
| **Surname:** | **Telephone Number (Home):** |
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| **Forename(s):** | **Telephone Number (Mobile):** |
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| **Title:** | **NI Number:** |
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| **Address:** | **Postcode:** |
| **Email Address:** |  |
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**Relevant Qualifications and/or Professional Membership**

Original proof of qualifications will be requested if recommended for appointment

(Please continue on a separate sheet of necessary)

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| **Examination level**  **(for example, GCSE/’A’ Level/Degree/NVQ** | **Subject(s)** | **Grade** | **Date Gained** |
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| **Professional Qualifications** | **Registration Body/Number** |  | **Date Gained** |
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**Training**

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| **Details of relevant training courses attended and awards achieved, including dates if appropriate** |
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**Employment History**

Please give details of jobs that you have held, starting with your present or most recent employer and work backwards, in chronological order. Include in this section any breaks in employment history for example, caring responsibilities, travelling or returning to study, registered unemployment and temporary/voluntary employment. (Please continue on a separate sheet if required)

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| **Name and Address of Employer and Nature of Business** | **From** | **To** | **Job Title:** | **Reason for Leaving** |
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| **Notice required if offered the position for which you have applied?** | | | | |

**Suitability for this position**

Please detail your suitability for this position under the relevant headings below, describing how your experience and knowledge relates to the job description and person specification.You must ensure that you provide sufficient information on the application form to enable the selection panel to assess your eligibility at shortlisting.

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| **Essential Criteria** |
| **1. Recognised professional qualification at Level 5 or above in a Training, Management or other relevant field and a proven track record of 3 years or more experience of working within a training field or equivalent as a project manager or coordinator.**  **Or**  **A recognised professional qualification Level 3 or above in Training, Management or other relevant field and a proven track record of 5 years or more experience of working within a training or equivalent field as a project manager or coordinator.** |

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| **2. Please demonstrate by way of example your experience of managing a team of staff at a senior level and in a target driven environment.** |

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| **3. Please detail by way of example your experience of planning, scheduling and budgeting for education and training programmes yearly in advance and at times at short notice.** |

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| **4. Please detail by way of example your experience of analysing data, produce reports and identify key recommendations at a strategic level.** |

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| **5. Please demonstrate by way of example your experience of working within a complex operating environment with a range of stakeholders and partners** |
| **6. Please demonstrate your ability and experience with I.T and database systems including; ability to use MS office (Word, Excel) Internet and Email** |

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| **7. Do you have a valid driving licence and access to transport appropriate for the post?** |

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| **Desirable Criteria** |
| **Referring the Person Spec please outline how you would meet the desirable criteria** |
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| **Conditions of Employment** | | |
| Conditions | | Assessment |
| 1. | Right to Work in UK | Original Right to Work Documentation |
| 2. | Provide 2 satisfactory references, one being from the most recent employer. | Contact details of relevant referees, please inform your referees that they will be contacted via email |
| 3. | Valid driver licence, business insurance & MOT as relevant.  *This criterion will be waived in the case of a suitable application who has a disability which prohibits them from driving but who is able to organise suitable alternative arrangements in order to meet the requirements of the post* | Driving Licence and appropriate car insurance |
| 4. | Enhanced Access NI check | Apply for an Access NI check online and provide the relevant ID without delay. |

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| **Post-Employment** | **Yes** | **No** |
| I am willing to work flexibly |  |  |
| I will undertake required training |  |  |

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| I confirm that the information I have given is accurate and complete, as misleading or false statements will result in the withdrawal of the offer of employment, or if employed dismissal.  **Signed…………………………………………………Date………………………………….** |

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| **Data Protection Act:** |
| Under the General Data Protection Regulations, Ashton Community Trust is required to notify applicants and prospective employees on how their personal data will be processed and used. This application form, excluding the equal opportunities monitoring form, will be retained by Ashton Community trust for a maximum period of 12 months, unless you are the successful applicant for the post, in which case the application form will become part of your employee record, your information (excluding the equal opportunities monitoring form) may be required to be viewed by funders for audit purposes. Some of the data you provide is considered to be Sensitive Personal Data under the Data Protection Act 1998; this information will be used to assist us with recruitment monitoring. It will be held separately from application forms and will be retained for a three-year period under obligations arising from the NI Equality Legislation, it will also be held electronically.  By signing this form you are giving consent to Ashton Community Trust to use this data in the way described above.  **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| |  |  | | --- | --- | |  |  | | Ashton Community Trust is an Equal Opportunities Employer. The Trust encourages applications from people with disabilities and will not preclude full consideration of your application as a result of your disability. In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities”.  Do you consider yourself to have, or, have had a disability that is relevant to your job application? **Yes/No**  If you have answered yes, is there anything we should know about your disability or requirements in order to:   * Process your application fairly, * Make any specific arrangements for your interview, and * Make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post.   Provide details: | | |

**Private and Confidential**

The following pages will not be used as part of the selection process as they contain information that is strictly private and confidential.

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| **Referees** |
| Please give full details of two people (not relatives) that we can approach for references, one of which must be your current or most recent employer, if you have never been employed before please list details of someone who would know you in a voluntary or academic capacity. Please ensure that your referees are aware of this application, and, also, if you are providing us with their email address, that you obtain your referee’s permission to do so. References must be satisfactory to Ashton Community Trust |

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| **Reference** | |
| **Name:** |  |
| **Occupation:** |  |
| **Full Address:** |  |
| **Telephone Number:** |  |
| **Email:** |  |

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| --- | --- |
| **Reference** | |
| **Name:** |  |
| **Occupation** |  |
| **Full Address:** |  |
| **Telephone Number:** |  |
| **Email:** |  |

I give Ashton Community Trust the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I have read and understood the requirements and particulars for the job, which have been supplied to me. I further understand that the job offer may be subject to the satisfactory outcome of references and/or a satisfactory Access NI Disclosure.

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| I confirm that the information I have given is accurate and complete, as misleading or false statements will result in the withdrawal of the offer of employment, or if employed dismissal.  **Signed…………………………………………………Date…………………………………..** |

**Ashton Community Trust is an equal opportunities employer**



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**MONITORING FORM JOB REFERENCE NO: TM/05/2022/**

**MONITORING QUESTIONNAIRE UNDER THE ASHTON COMMUNITY TRUST’S EQUAL OPPORTUNITY POLICY**

**IN CONFIDENCE, USED FOR STATISTICAL PURPOSES ONLY**

Nationality: Date of Birth:

**1 COMMUNITY BACKGROUND**

Please indicate your community background, or the one you are most likely to be seen as, by ticking the appropriate box below:

I have a Protestant community background

I have a Roman Catholic community background

I have neither a Protestant nor a Roman Catholic community background

**2**  **ETHNIC ORIGIN**

WhiteBlack Other

Irish TravellerChinese

Pakistani Indian

Black CaribbeanMixed Group

Black AfricanOther

**3** **GENDER**

Female Male

**4** **MARITAL STATUS**

Married Single Widowed Separated Cohabiting Civil

Partnership

**5** **DISABILITY**

Under the *Disability Discrimination Act 1995* you are deemed to be a disabled person if you have cancer, multiple sclerosis or HIV infection.

Also, you are deemed to be a disabled person if you have a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.

**Do you consider that you are a disabled person?**

Yes:  No: 

**If you answered “yes”, please indicate the nature of your impairment by ticking the appropriate box or boxes below:**

**Physical impairment**, such as difficulty using

your arms, or mobility issues requiring you to use

a wheelchair or crutches:

**Sensory impairment**, such as being blind or

having a serious visual impairment, or being deaf

or having a serious hearing impairment:

**Mental health condition**, such as depression

or schizophrenia:

**Learning disability or difficulty**, such as

Down’s Syndrome or dyslexia, or **Cognitive impairment**,

such as autistic spectrum disorder:

**Long-standing or progressive illness or health condition**,

such as cancer, HIV infection, diabetes, epilepsy or

chronic heart disease:

**Other** (please specify):

…………

**This questionnaire is not available to the panel and will be removed by the Monitoring Officer.**

*Access to this information will be strictly controlled and will not be seen by the shortlisting panel. Monitoring will involve the use of statistical summaries of information in which identities of the individuals will not appear. The information will not be available for any other purposes other than equal opportunities monitoring. The information will subsequently be transferred to the monitoring system operated by the Monitoring Officer. There it will be strictly controlled in accordance with the Data Protection Code of Practice. Please note that it is an offence for any person to give false information to another who is seeking that information in order to make a monitoring return.*







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