

ADULT LEARNING AND EMPLOYMENT SUPPORT PROGRAMME
PROJECT MANAGER – ROLE SPECIFICATION

Start date:	September 2023.
Remuneration:	£ 30,000 per year (pro-rata)
Contract type & hours of work:	Fixed term contract until September 2024 (PAYE). 21 hours / week.
Location:	Masbro Centre, London W14 0LR.
Annual leave:	26 per year (pro-rata) + bank holidays
Reporting to:	Chief Executive Officer.
Benefits:	Staff pension, flexible work arrangements, training, and professional development opportunities.
Equal Opportunities:	Urban Partnership Group (UPG) is committed in its pursuit of excellence in service; to equality of opportunity and to a proactive and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture; celebrates and values diversity and eliminates unlawful direct and indirect discrimination. Information disclosed on the Equal Opportunities form is strictly confidential.
Closing date:	Application Form and completed Equal Opportunities form must be sent electronically to info@upg.org.uk and arrive no later than Sunday 6 August 2023 at 12:00 AM. CVs are not accepted.
Shortlisted candidates notified:	W/c 7 August 2023.
Interviews:	W/c 14 August 2023 @ the Masbro Centre.
Disclosure and Barring Service (DBS):	This post is subject to an enhanced DBS check.
Contact:	To speak to a member of staff before submitting your application, please email info@upg.org.uk .



URBAN PARTNERSHIP GROUP

Masbro Centre, 87 Masbro Road, London W14 0LR

Tel: 020 7605 0800 - Email: info@upg.org.uk

About the Urban Partnership Group:

Urban Partnership Group runs community services in Hammersmith and Fulham. The Urban Partnership Group's mission is to improve the health, wealth, and wellbeing of people in Hammersmith and Fulham and surrounding areas and to build community involvement in economic, social, and environmental regeneration.

For more information about our wide-ranging service provision visit www.upg.org.uk.

Job Purpose

The main purpose of the role is to manage the interface between the adult learning and employment support funding streams for vulnerable people in West London. This includes managing the adult learning programme aimed at refugee and migrant women to attend English, Maths, and IT functional skills, and to provide careers enhancement support to those in low-paid and insecure jobs or struggling with unemployment due to fewer qualifications and increased competition for lower-paid occupations during the economic turndown.

Main duties and responsibilities

1. To deliver a combined programme that will enhance the skillset and employability of those affected by legal status, English as a second language, low pay, insecure employment, and lack of confidence.
2. To project-manage the Adult Learning and Employment Support contracts awarded to UPG: outreach, outputs, outcomes, monitoring, and evaluation.
3. To design and/or update monitoring systems to track service users' information and progress, including registration details, attendance, achievements, referrals.
4. To conduct effective evaluation activities and liaise with project partners to gather data and monitor impact; to communicate with internal and external evaluators to enable timely submission of data.
5. To be the point of contact Senior Managers (SMT) and attend the Project Review Meetings (PRM).
6. To ensure compliance with necessary regulations and legal requirements, including health & safety, safeguarding, and working with vulnerable adults.
7. To strengthen partnerships and liaise with other stakeholders to develop further adult learning, career enhancement, and employment opportunities.
8. To lead and continuously support raising quality and delivery standards for adult learning and employment opportunities.
9. To write reports and submit case studies; to support funding bids and contribute to the organisation's strategic goals.
10. To develop and/or optimise volunteering opportunities internally.
11. To perform any other duty which, from time to time, may reasonably be required to meet the needs of UPG and the funders, and is within the remit of this post.

Adult Learning – specific

- a. To implement the academic year programme and maintain relevant monitoring systems.
- b. To recruit learners and conduct individuals’ assessments for all courses.
- c. To lead in monitoring meetings with examining bodies, funders and other partners or stakeholders.
- d. To line manage the sessional tutors and support them in their role; to facilitate CPD opportunities for the team.
- e. To successfully undertake all duties relating to exam entries and certification.

Employment Support – specific

- a. To develop and promote the career enhancement and employment support services via group activities, one-to-one sessions, or remotely.
- b. To keep track and manage referrals, particularly from within the organisation.
- c. To develop partnerships to refer service users to other organisations that support employment goals.
- d. To manage a caseload and support service users to achieve their employment and career enhancement goals.
- e. To ensure a smooth interface with the Adult Learning programme.

REQUIREMENTS AND SKILLS

EXPERIENCE	E	D
• Project management.	✓	
• Knowledge of the Adult Learning and Skills environment.	✓	
• Knowledge of current quality assurance/improvement procedures.	✓	
• An understanding of the current national and local context of adult & community education.		✓
• ICT proficiency, particularly the use of MS Office applications (Excel, Word, Outlook) and online services.	✓	
SKILLS		
• An accomplished communicator.	✓	
• Able to work collaborative across teams and sectors.	✓	
• Strong organisational skills and attention to detail.	✓	
• Ability to manage time effectively.	✓	
• Empathetic approach to change management and problem solving.		✓



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PERSONAL QUALITIES		
• Sympathetic to the aims and values of UPG.	✓	
• A calm, confident, and resilient personality.		✓
• Strong work ethics.	✓	
• Commitment to Equality, Diversity, and Inclusion.	✓	