

**CHAMBER OF COMMERCE
HEREFORDSHIRE & WORCESTERSHIRE**

JOB DESCRIPTION

POST: Kickstart Executive

POST HOLDER:

REPORTS TO: Director of Finance & Corporate Services

RESPONSIBLE FOR:

GRADE:

LOCATION: Severn House, Worcester

WORKING HOURS: 30 - 37 hours per week (flexible)

MAIN PURPOSE: To be responsible for the co-ordination and operation of the full Kickstart project, liaising and consulting with partner organisations and to include tracking and reporting against objectives.

KEY DUTIES/RESPONSIBILITIES

You may be required to carry out work on a European funded contract

1. To continually develop an evolving process by keeping up to date with Government changes, facilitating regular internal reviews, facilitating external reviews with relevant parties such as DWP and other Chambers and by monitoring the Group Chambers Whatsapp forum, contributing where appropriate
2. To ensure the registration and application process for employers is efficient and robust through regular monitoring and providing feedback regarding its effectiveness
3. To maintain weekly statistics for both internal and external reporting to include companies registered interest, placements submitted and declines
4. To check applications and categorise as either ready to submit or for query. To be first point of contact to resolve queries and to submit timely and accurate applications as per the agreed process
5. To liaise with DWP to enable applications to be approved where appropriate by obtaining or providing additional information
6. To respond to incoming queries regarding the scheme received by phone or email
7. To ensure other staff linked to the project are kept up to date with progress
8. To ensure the wrap around care package is clear and promoted effectively to all employers

9. To be responsible for the financial management of the scheme by ensuring payments to employers are processed in line with agreed finance processes and to agreed timescales, by ensuring the Gateway grant payment is received for all applicable placements and to ensure funding towards wrap around care is agreed and distributed accordingly
10. Depending on the success of the scheme and volume of work, to collate and submit HWCC application for a placement
11. To perform any other duties required as directed by line manager

GENERIC TASKS

1. To work closely with other team members to ensure that all Business Plan, Performance and Financial targets are achieved.
2. To keep updated with all new literature and information and maintain a thorough knowledge of new procedures
3. To work closely with other team members and complement and support the organisation's delivery and development.
4. Any other duties as directed by CEO.
5. To ensure that any management information is entered onto the Chamber's databases (CRM and Exchequer) on a regular continual basis.
6. To work closely with the Quality Manager and your team to ensure team-wide compliance to ISO9001. To facilitate improvements to the quality management system and to co-ordinate an annual review of quality documentation which specifically relates to your department.
7. To adhere to and actively promote the organisations equal opportunities policy.
8. At all times to work within the organisations Health and Safety policy and to ensure as far is reasonable that safe working practices are established, maintained and followed
9. To work within and assist in maintaining IIP principles for the organisation.
10. To carry out any other duties as required by the business to achieve commercial objectives.

PERSON SPECIFICATION

1. Must have proven experience of co-ordinating and delivering funded projects.
2. Customer focused and client relationship management experience.
3. Must have knowledge and experience of managing in depth finance processes and contractual agreements.
4. Ability to multitask with proven time management skills.
5. Flexibility with regard to working hours.

6. Ability to communicate confidently at all levels (verbally and in writing) externally and internally.
7. Results driven, with an ability to work under pressure and to tight deadlines.
8. Proficient in the use of Microsoft Office, with intermediate Excel level or above.
9. Experience of a variety of marketing methods to promote scheme would be desirable.

MOBILITY:

1. Ideally, a car owner with full driving licence.