



Funded by
UK Government



Job Description

Job Title:	Project Delivery Manager
Main Purpose of Job:	Delivery of London E-Business Support Programmes
Relationships:	Reporting to Managing Director
Based at/hours:	Location in Woolwich Full-time 35 hours per week (occasional evening and weekend work required)
Contract:	1- year Fixed Term
Salary:	£37,000 to £40,000 per annum

Job Purpose Summary: Responsible for the delivery of the London E-Business Support Programme and it's webinar based course programme, leading the project team and overseeing other similar projects. Managing day-to-day operational activities of the projects and co-ordinating delivery of business support services in identified boroughs as required. Ensuring the cross-cutting themes of Equalities and Sustainability are embedded into the development of the programme and monitoring of to ensure quality standards are maintained. To achieve the profiled project outputs, outcomes and milestones by the end of the project adhering to UKSPF guidelines.

Key Responsibilities and Accountabilities:

1. Co-ordinating the delivery of business support services on the programmes in designated boroughs and managing the webinar programme, ensuring outputs are recorded for the Business for London partnership and disseminated to individual partners and the lead project organisation, Enterprise Enfield.
2. Organising the local project team and co-ordination of their work e.g. E-Business Adviser, freelance business adviser and Project Administrator but not line management of the team;
3. Managing the work of freelance personnel such as additional E-Business Advisers.
4. Overseeing existing systems to record project data, recruitment pipelines, client registration spreadsheet and collating data from partners i.e. clients viewing webinars etc;
5. Monitoring and analysing project data, ensuring the programme is on track for monthly targets for outputs, outcomes and milestones;
6. Ensuring information is recorded to track project impacts and capture these through case studies and feedback i.e. Equalities targets and sectors to be uploaded in monthly and quarterly reports.
7. Creation of Progress Report for the Quarterly Claim and other internal reporting using internal and external cloud based systems already set up
8. Monitoring delivery of events across our designated London boroughs and direct delivery of events as required;

9. Ensure the programme incorporates environmental sustainability through its activities e.g. purchasing and travel;
10. Checking and approving evidence required for claims and filing in preparation for audit visits;
11. Undertaking quality checks on evidence, to ensure business advice standards are maintained and progressed under the organisation's Matrix accreditation;
12. Adhere to stated policies and procedures relating to health and safety, and quality management;
13. Continual Professional Development to keep up to date with the latest digital technology available to support businesses;
14. Any other duties not specified here but required to fulfil the role;

Person Specification – Project Delivery Manager

Requirement: E = Essential D = Desirable	E or D
Experience & Qualifications	
A minimal Level 5 Qualification or qualification in Project Management	E
Experience working on publicly funded projects i.e. ESF, ERDF, UKSPF Greater London Authority etc	E
A current working knowledge of e-business, digital marketing, social media, business planning, financial forecasting and sources of finance	E
Understanding of the difficulties SMEs are facing post pandemic, particularly those who are already under-represented in business i.e. women, BAME and disabled entrepreneurs	D
Skills & Competencies	
Comprehensive IT skills	E
Excellent communication and written skills, including presentation skills	E
Good organizational and time management skills to ensure client records and service statistics are accurate and complete	E
Prior industry experience in business growth and support sector	D
Experience of managing a team and freelance personnel	D
Personal	
Willingness and ability to travel in London if required	E
Willingness to work flexibly and potentially outside of normal working hours on occasion	D
Commitment to successfully deliver against quality and project output targets and KPIs	E

This role is located in Woolwich and other boroughs we operate in and will require an Enhanced DBS record check, which will need to be obtained prior to appointment.

Project Delivery Manager

Signed: _____

Dated: _____

Managing Director

Signed: _____

Dated: _____

