



Job Role: Who Dares Works Compliance Manager

Purpose: Working as part of the Active Plus “Who Dares Works” project management team, you will be responsible for administrative compliance across the 17 organisations that will deliver this exciting new project, funded by the European Social Fund and the Big Lottery Fund.

Terms: Fixed term contract until November/December 2019
18 hours per week; times and days to be agreed
Starting salary £12,500 pa
Location: Health and Wellbeing Innovation Centre, Treliske, Truro

Reporting to: Who Dares Works Project Manager

Key Relationships:

- Who Dares Works Project Manager, Partnership Manager, Project Support Officer
- Active Plus management team and Active Plus Who Dares Works delivery team
- Who Dares Works project delivery partners in particular mentor managers and mentors
- Big Lottery Fund and European Social Fund officers

Key Tasks:

- Support partners to ensure the participant journey through the project is timely and accurately recorded in accordance with guidance
- Maintain activity pre-start and attendance lists, liaising with partners to ensure all project activities are well utilised
- Carry out compliance checks on all project paperwork and processes, including participant files, feedback forms and other materials – both online and paper-based.
- Work closely with the Project Support Officer to ensure that relevant partners are gathering all information needed to enable participants to be recorded as “starts” on the project in the shortest possible time
- Manage the timely receipt of evidence of right to work and employment status
- Monitor the accuracy of input to the project data-base
- Ensure paper and electronic filing systems are accurately maintained
- Liaise with project partners providing feedback on compliance, giving advice and support as required
- Compile reports for the project manager to use in performance management meetings with project delivery partners
- Undertake other Project related duties as required

Key Skills and Competencies:

| Essential | Desirable | Evidenced Through |
|---|--|--------------------------------------|
| Good interpersonal skills, including the ability to relate to and communicate with a broad range of people and groups. | | Application Form Interview |
| Excellent IT and online skills including proven experience with Excel and databases | ECDL or equivalent qualification | CV, Application Form Interview |
| Attention to detail and ability to maintain timely and accurate records. | Knowledge of grant-based funding models Experience of ESF or other EU funding streams | |
| Previous experience of working in a compliance/checking role. You must be able to provide examples that demonstrate your competence in this area | Knowledge of ESF compliance | CV Application Form Interview |
| Ability to learn quickly, understand and apply rules and guidance. | Experience of audit procedures and practice | CV Application Form Interview |
| Good literacy skills. Proven ability to take, write-up and present accurate records of meetings etc. Ability to draft letters and summaries of information | GCSE English A*-C | CV Application Form |
| Experience of both working effectively within in a team and managing daily workloads to meet deadlines and quality expectations. You must be able to provide examples that demonstrate your competence in these areas | | Application Form Interview |

Application Process:

Please email the following documents to communities@activeplus.org.uk no later than **noon on Monday 18th September 2017:**

1. A CV of no more than 2 sides of A4 including 2 referees
2. A personal statement of no more than 2 sides of A4 outlining your skills, knowledge and experience in relation to the essential criteria listed above.

This post is funded by the Big Lottery Fund and the European Social Fund