



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Connect to Work Programme Manager
Job Reference	
Service	Place and Growth
Team	Economic Development
Location	Shute End Wokingham (Hybrid)
Reports to	Head of Economy and Culture
Responsible for	IPS/ SEQF Specialist (FTE) Project Support Officer (FTE)
Grade	Grade 10
Contract Type	Permanent
Hours	Full Time

Main Accountabilities	
1.	Lead on contract and performance management for the Prime Contractor selected to deliver Connect to Work across Berkshire. Acting as the main liaison for the Prime Contractor and any subcontractors engaged
2.	Develop, implement and maintain systems and processes to maximize service quality and compliance. This includes undertaking a range of monitoring and performance meetings, analyzing data and reports and escalating any concerns to the wider Accountable Body Management group
3.	Undertake or oversee auditing of the Prime Contractor, including internal auditing and Fidelity Assurance Audits, challenging areas of concern when necessary.
4.	Working with the Finance team and the Head of Economy and Culture to manage the Connect to Work grant funding spend, ensuring Council resources are utilized effectively.
5.	Establish and maintaining strong partnerships with a wide range of stakeholders from the voluntary and health sector aligning programme to local objectives and ensuring strong referral pathways are established.
6.	Supporting comms across Berkshire (working with all 6 LA's internal comms departments) to ensure Connect to Work is promoted effectively, utilizing social media, promoting good news stories and best practice across the region.





7.	To establish a Connect to Work Partnership Board, preparing and presenting reports to establish a transparent regular flow of information
8.	Take an active role in representing Berkshire Connect to Work at various stakeholder meetings, confidently presenting updates on the programme and driving employer and referral engagement
9.	Co-ordinate the integration of Connect to Work across the Berkshire Boroughs by overseeing the Integration Leads in each LA, bring them together for regular meetings and working to a collective action plan.
10.	Line Manage two posts (IPS/ SEQF Specialist and Project Officer) to ensure a high level of service is delivered across Berkshire

Person Specification	Essential	Desirable
Education/Qualifications	Level 2 and above Maths and English Degree qualified or significant vocational experience	Project Management qualifications
Experience	Extensive experience of working collaboratively with internal and external stakeholders	Experience of partnership working with health partners or organisations supporting people into work
	Experience of successful contract management with demonstrative ability to maintain a quality service through performance management	Experience of contracts within the employment and skills field
	Proven track record of delivering skills and employment focused projects	Ideally gained through delivery of supported employment models
Skills/Knowledge	Strong analytical skills and the ability to understand complex data	
	Understanding of how local government operates and current government policy impacting on local employment and skills	Understanding gained through working for a local authority
	Excellent communication, influencing and negotiating skills	
	An understanding of Individual Placement support and/or Supported Employment Quality Framework (SEQF) and the Fidelity Quality Assurance models	Understanding gained through working with support employment models
Behaviours/Attributes	Excellent problem solver	
	Organised proactive individual	

Purpose Details	
Service Purpose	The service seeks to bring lasting improvement to the economic, physical, social and environmental issues in the Borough through the commissioning and delivery of appropriate services and projects. The Economic Development team has a wide remit within the Place and Growth directorate, leading on the following areas within the





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	Council; Skills & Employment; Business Support & Development; Inward Investment and Arts & Culture
Role Purpose	<p>Connect to Work is a new employment programme forming a key strand of the Governments Get Britain Working plans, supporting people to find and keep work. With a focus on tackling economic inactivity and aligning employment, training and health activity together to provide a holistic approach. For more information https://www.gov.uk/government/publications/connect-to-work.</p> <p>Whilst this post is employed by Wokingham Borough Council, this is a Berkshire wide programme of support and as such this role is required to work across all of Berkshire with extensive engagement with all 6 LA's and a variety of stakeholders. This is a pivotal role in the successful delivery of Berkshire Connect to Work and will provide oversight and contract management to ensure we achieve the very best for our residents.</p>

Supervision and Relationships	
Supervision Received	<p>This post holder will operate with minimum supervision. The role sits within the team as detailed below:</p> <pre> graph TD A[Head of Economy and Culture] --> B[Economic Development Officer] A --> C[Skills and Employment Service Manager] A --> D[Connect to Work Programme Manager] B --> E[Business Development Officer] B --> F[Town Centre Officer] D --> G[IPS/ SEQF Specialist] D --> H[Project Officer] </pre>
Supervision Given	Line Management of 2 internal posts as detailed above
Contacts	Ensure effective relationships with key partners including Prime Contractor, businesses, voluntary, community and health sector and Berkshire Boroughs.

Resources/Budget Management





Whilst overall budgetary control will sit with Head of Economy and Culture. This post will be required to:

- valid cost claims
- support internal financial auditing
- authorise performance payments

Special Requirements

The postholder must be able to attend meeting across Berkshire, sometimes outside of standard working hours

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	Y
Hand Arm Vibration	N
Lone Working	Y
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N





Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	Y
Work Environment Details	Shute End is primary office although role will require travel across Berkshire. Role will be hybrid

Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	Y
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N

Disclosure and Barring Service (DBS)	Details
DBS Requirement	<State level of DBS check required or N/A>
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
<Details of required regular checks in line with regulations.>





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Evaluation Declaration

Date of Evaluation:

Evaluated by:

