



Job Description

Project Officer

Job Title: Project Officer - Croydon Health Employment Project

Purpose: The aim of this role is to support CVA's Programme Manager on the Croydon Health Employment Project (CHEP). The CHEP programme is our Big Lottery Fund Building Better Opportunities (BBO) and ESF Co-financed project, funded through Coast To Capital LEP.

The postholder will be responsible for supporting the CHEP partners (nine local voluntary and community organisations including CVA) in the submission of their quarterly participant and financial monitoring claims. He or she will check the quality of each return and evidence for compliance with funders' requirements, and provide guidance as appropriate. The Project Officer will collate and upload monitoring data, and also provide administration support to the CHEP Programme Manager to assist in the development of a strong, effective partnership.

Responsible to: CHEP Programme Manager

Salary: NJC Scale point 30, **£28,109** pro rata plus generous **18.9% pension**

Hours: 15 hours per week (flexible).
Fixed Term Contract until July 2018, 3 months' probation.
NB There may be potential for additional hours at the end of each quarter as the needs of the project may deem necessary.

Holiday: 20 days per annum, pro rata

Base: CVA Resource Centre, 82 London Rd, Croydon CR0 2TB

Main Duties

1. Provide quality control checks to all monitoring data submitted by partners in the CHEP.

2. Support the CHEP Programme Manager in compiling quarterly claims for the funder.
3. Support project officers in the CHEP partnership with guidance and best practice in terms of identifying and collating evidence to meet funders' requirements.
4. Upload data onto a CRM database and oversee the maintenance of accurate financial and client data across the CHEP partnership.
5. Work closely with CVA's Finance Officer and CHEP Programme Manager to compile financial monitoring data relevant for the project.
6. Provide administration support to the CHEP Programme Manager in running programme-wide steering group and project officer meetings.

General

1. Maintain an up to date awareness of data protection and incorporate best practice into the project.
2. Attend meetings and supervision appropriate to the post and responsibility.
3. Comply with all CVA policies and procedures with particular regard to Equal Opportunities, Health and Safety and Confidentiality.
4. A willingness to travel across Croydon to visit project partner and work some evenings and weekends as required by the project.
5. Undertake other appropriate duties as required by CVA management.

To apply for this job, please send your **CV with a covering letter** highlighting key skills and suitability for the post.

Please email CV and covering letter to joy.henry@cvalive.org.uk by 12 noon, Monday 9 January 2017.

Interviews will be held on 19 and 20 January 2017.

