|  |
| --- |
|  **JOB INFORMATION****JOB DESCRIPTION** |
| **JOB TITLE** | Project Quality Lead | **LOCATION/CAMPUS** | Oxfordshire |
| **RESPONSIBLE TO** | Head of Projects | **GRADE** | Business Support – 8 (Fixed Term – July 2021) |
| **JOB PURPOSE**  |
| The Project Quality Lead will be responsible for quality, compliance and process throughout the designated project. They will work closely with the project team leader for the project along with the projects funding officers and sponsors, to ensure the highest quality and full compliance is achieved across the project. This will be a challenging and rewarding role, working to tight deadlines and supporting the rest of the project team to achieve their targets. |
| **MAIN DUTIES AND RESPONSIBILITIES**  |
| **Planning and organising*** Planning and organisation will be essential within this role, to ensure full compliance is met across the project.
* External and internal deadlines must be met.

**Coaching and communicating*** Supporting all team members to produce quality paperwork
* Work closely with the Project Team Leader to ensure a cohesive approach to achieving project targets.
* Attend monthly PSG meetings with external partners.

**Teamwork and team development*** A team player prides themselves on being an excellent team player and leads by example.
* Support staff CPD days

**Compliance and quality management*** Ensure 100% compliance across projects.
* Work closely with the Project Team Leader to ensure compliance.
* Work closely with the coaches to ensure compliance.
* Adopt and review policy and procedure for the projects.
* Liaise with Project Funding officer and or sponsor to ensure correct documentation is used.
* Working with the Project Team Leader review the quality of service provided by coaches to participants.

**Innovation and development*** Identify new opportunities within the projects to ensure the success of project targets.
* Identify new opportunities to work with partners including Activate Learning.

**Environment and Culture*** To support the project department with all live projects, ensuring their success
* Contribute to a well organised, purposeful and motivating learning environment where students feel safe, secure, confident and valued
 |
| **GROUP/ EMPLOYEE RESPONSIBILITIES** |
| * To always work and act in accordance with the group’s Vision, Values and Strategic Plan
* To demonstrate professional behaviour and appearance at all times
* To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Activate Learning’s policies and procedures
* To safeguard the welfare of children, young persons and other vulnerable people for whom you come into contact with, ensuring a learning environment where students feel safe and supported, and British values are celebrated
* To be accountable for own safety and that of colleagues/ visitors to the workplace
* To work in a flexible manner and be willing to undertake other duties as reasonably requested
 |
| **QUALIFICATIONS & EXPERIENCE** | **TECHNICAL COMPETENCIES /SKILLS** | **BEHAVIOURAL SKILLS** |
| Essential* Minimum of GCSE English and Math at a grade C
* IT Literate
* Strong personal organisation skills
* Accurate and attentive to detail

Desirable* Experience of working in an FE environment
 | Essential* Solutions focussed approach to problem solving
* Good planning and organisational skills
* Good team player - flexibility, multidisciplinary, results focussed and co-operative.
* Creative and able to think outside the box
* Good negotiation skills
* Curious and want to make improvements
 | Display and role model the Activate Learning Standards of Behaviour:**TAKE RESPONSIBILITY**, doing what we say we are going to do by:1. planning ahead
2. staying focused
3. meeting agreed deadlines

**EARN RESPECT**, being positive with each other by:1. listening attentively
2. being honest

**AIM HIGH**, going further by:1. setting challenging goals
2. being resilient
3. improving continuously

**MAKE IT HAPPEN**, by:1. taking initiative
2. inspiring each other to meet all these standards
 |

***This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Group need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.***

***Diversity Statement***

*Activate Learning recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Group. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.*

***Health & Safety Statement***

*All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.*

***Safeguarding Statement***

*Activate Learning is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment.*

***Disability Confident Committed Statement***

*Activate Learning are committed to employing disabled people and will ensure our recruitment process is inclusive and accessible. We guarantee to offer an interview to all applicants with a disability provided they meet the essential criteria for a role. We will anticipate and provide reasonable adjustments as required and support any existing employee who acquires a disability or long-term health condition, enabling them to stay in work.*