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**JOB DESCRIPTION**

**REGENERATION & NEIGHBOURHOODS**

**JOB TITLE:** YEI ADMINISTRATION TEAM LEADER

**DIVISION:** LEARNING & SKILLS

**GRADE:** BAND 8

**RESPONSIBLE TO:** BUSINESS DEVELOPMENT MANAGER

**POST REFERENCE:**  107058

1. To effectively supervise the administration and recording systems as part of the delivery for the YEI Project.

2. To ensure the YEI Contract Officers are supported effectively with the provision of management information, ensuring the supply of monitoring information is provided in a timely and accurate manner.

3. To ensure the administration of the project, provision of support and services meet the needs and deadlines of the YEI Contract Officers/Project Co-ordinator.

4. To provide tasks and supervise the Administration Team so they can support the management and delivery of the YEI Project.

5. To ensure all of the participant forms, progression evidence and participant spreadsheets are accurate and submitted to the Managing Authority for the Claim in a timely manner.

**Relationships**

All staff will be expected to promote team working within their particular staff group/service area but also across the Department as a whole, with corporate colleagues, with staff from other agencies and representatives groups and working with Elected Members as appropriate.

**Key Relationships**

* Department of Work and Pensions
* Job Centre Plus
* Delivery Partners
* Tees Valley Unlimited
* Employers
* Other Council Departments
* Participants

**Main Duties and Responsibilities**

1. To supervise the maintenance of the administrative systems for the YEI Project.

2. To ensure the administration of the YEI systems are in line with the ESF Requirements of the YEI Project.

3. Ensure the financial procedures of HBC and the internal financial procedures of the YEI are fully implemented to enable the effective monitoring of budgets.

4. To ensure Delivery Partner CMR’s are provided to the Contract Officers and Project Co-ordinator on a monthly basis for the YEI Project.

5. Responsibility for providing tasks to the YEI Admin Team which will support the management and delivery of the YEI Project.

5. Ensuring efficient provision of monitoring and performance information is provided at agreed times or when requested by YEI Contract Officers/Project Co-ordinator.

6. Ensure the day to day administration tasks of the YEI project are allocated to team members and completed in an effective manner.

7. Support the Contract Officers and Project Co-ordinator in the management of the project, ensuring the monitoring of returns are submitted / received within prescribed deadlines.

7. To ensure that the documentation for all participants who commence on the YEI Project are accurate and meets the evidence requirements for DWP / ESF.

8. Any other duties of a related nature that might reasonably be required and allocated.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: November 2016

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

The Tees Valley Pathways Programme is part-funded by the European Social Fund and supported under the Youth Employment Initiative.