

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Project Officer – Careers Hub

South Midlands Careers Hub, Place Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

South Midlands
CAREERS HUB

THE CAREERS &
ENTERPRISE
COMPANY



West
Northamptonshire
Council

Purpose and impact:

The purpose of this role is to lead the delivery of Careers Hub projects and programmes that bring together employers, schools, colleges and providers across the South Midlands region. The postholder will manage and deliver careers education and employer engagement initiatives, strengthening links between education and industry, enhancing opportunities for young people.

Accountable to:

This role is accountable to the Operational Hub Lead with dotted line reporting to the Strategic Hub Lead. The role sits within South Midlands Careers Hub, part of the Communities and Opportunities Directorate in West Northamptonshire Council.

Responsibilities:

1. Lead the planning, coordination and delivery of Careers Hub projects, programmes and funded initiatives, applying relevant funding guidelines, agreed project controls and partnership arrangements to ensure activities are delivered effectively, compliantly and in line with programme objectives.
2. Develop and manage detailed project plans, including timelines and resource allocation, to ensure allocated projects are delivered to agreed milestones, within approved budgets and in line with funding and reporting requirements. Take action to resolve delivery issues, escalate risks where required and keep projects on track against agreed objectives and timescales.
3. Develop and maintain effective relationships with schools, colleges, employers and wider partners, to promote engagement in Careers Hub activity, strengthen collaboration and improve careers education outcomes for young people.
4. Engage with external delivery partners, providers, sub-contractors and relevant government or regional bodies to support the delivery of allocated Careers Hub projects, clarify expectations, share progress and maintain effective working relationships that contribute to programme priorities and successful project outcomes.
5. Develop and coordinate project communications, guidance and resources for schools, colleges, employers and partners, tailoring messages for different audiences to promote engagement, support consistent delivery and improve understanding of Careers Hub priorities.
6. Plan and deliver Careers Hub events and engagement activity that deliver project activity, coordinating contributors, content, logistics and follow-up actions to ensure events support project objectives, stakeholder engagement and outcomes for young people.
7. Analyse programme and project performance information, preparing clear reports and commentary for internal and external audiences, to evidence progress, inform decisions, identify risks or underperformance and support funder reporting requirements.
8. Evaluate the impact of allocated Careers Hub projects and activities, drawing on performance information, stakeholder feedback and outcome data to assess effectiveness, identify learning and recommend improvements to future delivery.

9. Carry out research into best practice, emerging trends and innovative approaches in careers education and employer engagement, to identify opportunities for service improvement and inform the development of effective Careers Hub projects and programmes.
10. Maintain accurate and compliant project documentation and use the CRM system to record stakeholder interactions, project activity and outcomes, to support effective administration, accurate reporting and compliance with agreed processes and quality standards.
11. Oversee spend for allocated project activity, maintaining accurate financial information, supporting purchase orders, invoices, claims and monitoring returns, and identifying any budget issues to ensure compliance with funding and organisational requirements.
12. Manage information accurately, confidentially and securely when working with partners, stakeholders and members of the community, to ensure data is handled in line with GDPR requirements and organisational governance standards, to reduce risk and maintain trust in the delivery of Careers Hub projects and programmes.
13. Use Microsoft 365 and council systems effectively to work efficiently, collaborate with others and manage information safely, including storing, sharing and handling data securely in line with council policies.
14. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Ability to establish and maintain effective partnership working across a wide and diverse range of stakeholders.	Essential	A, I
Budgetary functional skills including management of monitoring and reporting on budgets.	Essential	A, I
Strong organisational skills, with the ability to work independently, prioritise workload and maintain attention to detail across multiple tasks.	Essential	A, I
Excellent attention to detail and ability to process and analyse complex data sets	Essential	A, I
Advanced communication skills and proficient at compiling reports, verbally presenting complex issues to stakeholders and developing project plans at different levels for different audiences.	Essential	A, I
Able to handle information responsibly, store records securely, share data appropriately and follow council policies and procedures on data protection, records management and information security.	Essential	A, I

Knowledge:	Essential / Desirable	Measured by
Understanding of local and national policy relating to careers education, skills, economic development and youth progression, including the barriers young people may face in accessing employment, education or training opportunities.	Essential	A, I
Understanding of school and college environments, including the challenges education settings may face in delivering careers education, employer engagement and enterprise activity.	Essential	A, I
Understanding of information governance, confidentiality and GDPR requirements when handling stakeholder, partner, project and learner-related information.	Essential	A, I
Awareness of equality, diversity and inclusion principles, and how they apply to careers education, employer engagement and access to opportunities for young people.	Essential	A, I

Relevant experience:	Essential / Desirable	Measured by
Experience of leading allocated projects or workstreams, including planning activity, coordinating delivery, monitoring budgets and progress, managing risks or issues, and ensuring agreed outcomes are achieved.	Essential	A, I
Experience of working with a range of internal and external stakeholders, using communication, negotiation and influencing skills	Essential	A, I

to coordinate activity, resolve issues and support delivery of agreed outcomes.		
Experience of using performance information, feedback or outcome data to assess progress, evaluate impact and recommend improvements to project or service delivery.	Essential	A, I
Experience of preparing accurate information, data or reports to support monitoring, decision-making, compliance or performance reporting.	Essential	A, I
Experience of working in careers education, employer engagement or an education environment.	Essential	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Degree in a relevant subject or an equivalent level qualification	Essential	A, I, D
Relevant project management qualification/training or significant experience of leading projects	Essential	A, I, D
Evidence of continuing professional development	Essential	A, I, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Basic DBS with Children Check

Day-to-day in the role:

Job family & salary band:	Professional Support Band 06	Worker type:	Part-flexible
People management responsibility:	None	Budget responsibility:	Oversee project spend

Current pay scales and other benefits are published on the [Jobs and Careers](#) section of West Northamptonshire Council's internet.

Working conditions & how we work:

We are open to discussions about flexible working.

This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

"Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture."

Should you require this document in another format or language, please contact: Careers@westnorthants.gov.uk

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Choose a career that offers you a true sense of achievement,
fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
 - **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
 - **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
 - **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.
- We want you to have balance and be happy.



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