

**SUBJECT: YOUTH ENTERPRISE – EUROPEAN STRUCTURAL FUND (ESF) PROGRAMMES – INSPIRE PROGRAMMES – INSPIRE ADMINISTRATOR RE-EVALUATION**

**MEETING: INDIVIDUAL MEMBER DECISION**

**DATE: 26<sup>TH</sup> July 2017**

**DIVISION/WARDS AFFECTED: ALL**

**1. PURPOSE:**

**1.1** Further to Cabinet approval for the implementation of the Inspire programmes, Inspire2Achieve (I2A) and Inspire2Work (I2W) in [March 2016](#), Youth Enterprise's request for additional funding in 5<sup>th</sup> July 2017 Cabinet was approved to enable the enhanced delivery of the existing I2W programme which provides post 16 support, intervention and employment opportunities utilising European Structural Fund (ESF) monies. Further to approval of the programme enhancement, the roles of Inspire Administration Worker (22.5 hours) and Inspire2Work Administrator (14.5 hours) have been re-evaluated in line with the additional responsibilities which has resulted in an increase in salary. Both of these posts are held by a single member of staff.

**2. RECOMMENDATIONS:**

**2.1** To approve the re-grading of the Administrator post and the subsequent salary increase for the postholder.

**3. KEY ISSUES:**

**3.1** The I2A and I2W programmes were approved by Cabinet in March 2016 for three years, with an increase in programme provision for 18 to 24 year olds approved by Cabinet on the 5<sup>th</sup> July 2017.

**3.2** Members have previously been made aware that Welsh Government has implemented the Youth Engagement and Progression Framework 2013, which provides a delivery model centred on the needs of young people identifying six key areas for achieving better outcomes for young people. The principles of the framework is embedded in the Inspire programmes and is designed to secure added value whilst reflecting the needs and aspirations of Monmouthshire's young people and the Authority's Single Integrated Plan. The Inspire Administrator will administer the day to day delivery of finances of both Programmes.

**4. REASONS:**

**4.1** Inspire2Achieve will ensure that young people in Key Stage 3, 4 and 5 that are identified as at most risk of becoming NEET have a series of interventions and supportive actions. Inspire2Achieve outcomes are; young people at risk of becoming NEET gaining a qualification upon leaving, young people at risk of becoming NEET into education or training upon leaving and young people at risk of becoming NEET at reduced risk of becoming NEET upon leaving.

**4.2** Inspire2Work enables Not in Education, Employment or Training (NEET) 16 -24 year olds to gain a range of skills, qualifications and meaningful work placements to feel confident and motivated to enter into sustainable employment or further learning. Outcomes include; NEET young people gaining qualifications upon leaving; NEET young people in education or training upon leaving and NEET young people entering employment upon leaving.

**4.3** Positive Progression from I2W will include work-based learning, engagement and traineeship programmes which are delivered by Youth Enterprise through Torfaen Training and the Authority's YPrentis Shared Apprenticeship Construction Scheme.

**5. RESOURCE IMPLICATIONS:**

**5.1** The re-evaluation of the post has resulted in an increase in salary from Grade D to Grade F however as the post is fully funded through the management budget of the ESF programme there is no additional cost to the Authority and will be met from existing budgets.

**6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:**

**6.1** The programme will improve provision, opportunities and outcomes to those targeted. This includes vulnerable young people; young carers, young parents, homeless, care leavers, young offenders as well as young people economically inactive and furthest from the labour market.

**7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS**

**7.1** The report outlines Youth Enterprise's aims to continue pre and post 16 services in order for them to remain accessible, safe, available and relevant to the young people of Monmouthshire.

**8. CONSULTEES:**

Senior Leadership Team  
Cabinet

**9. BACKGROUND PAPERS:**

Future Generations Evaluation	(Appendix 1)
Inspire Administration Worker job description	(Appendix 2)
Inspire2Work Administrator job description	(Appendix 3)

**10. AUTHOR:**

Hannah Jones, MCC Youth Enterprise Manager

**11. CONTACT DETAILS:**

**Tel: 07738 340418**

**E-mail: [hannahjones@monmouthshire.gov.uk](mailto:hannahjones@monmouthshire.gov.uk)**



## Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p><b>Name of the Officer</b> Hannah Jones</p> <p><b>Phone no:</b> 07738 340 418 <b>E-mail:</b> hannahjones@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <ul style="list-style-type: none"> <li>To implement the Inspire2Work programme enabling a reduction in the number of young people aged 16 -24 years who are NEET( not in education, employment or training)</li> </ul>
<p><b>Name of Service:</b> Enterprise/Youth Enterprise Team</p>	<p><b>Date Future Generations Evaluation</b> 1<sup>st</sup> June 2017</p>

**NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc**




**1. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.



Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>The aim of the programme is to create the conditions for young people most at risk to thrive. It will enable young people to feel confident and capable to engage in school with peers and others and enjoy the curriculum. It will support young people to make the right choices to move into further education, employment and training. The programmes will equip young people with the appropriate skills to manage and sustain further education, employment and training.</p>	<p>Developing bespoke interventions and support packages to support the learner’s needs.</p>

<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>The programmes will work within the Environmental Sustainability Objectives set by WEFO( Welsh European Funding Office) and deliver to the indicators set for an ESF(European Structural Funding) Youth Employment and Attainment priority. The programmes will address issues such as waste, recycling, minimize energy usage and efficient use of such resources, whilst also raising awareness of environmental issues and healthy lifestyles. They will also provide targeted environmental education training, including potential for accreditation.</p>	<p>Sharing expertise, networks and resources will ensure a good provision for our young people.</p>
<p><b>A healthier Wales</b> People’s physical and mental wellbeing is maximized and health impacts are understood</p>	<p>The Inspire2Work team will work with young people, supporting them to overcome health and wellbeing barriers by either delivering health or wellbeing workshops and/or support, linking learners with health care professionals, organisations and networks and other health and wellbeing services. The young people’s health and wellbeing is a crucial element to reducing their overall risk of becoming NEET.</p>	<p>The one to one support from teams will enable us to identify and address individual need. Setting agreed goals and reinforcing recognition and achievements. A reduction in the barriers to participation is a key element of the programmes enabling young people to be engaged, supported and valued. The level of support offered will be high and consistent.</p>
<p><b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected</p>	<p>The programmes will encourage safe and appropriate use of IT and the internet, developing young peoples’ ICT literacy skills, preparing them for further learning, education and training.</p> <p>The programmes will link to the wider community, helping young people be active citizens in their community and have a greater awareness of community safety.</p>	<p>Encourage safer use of the internet and raise awareness of the harmful effects and consequences of inappropriate use of social media</p>

<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
<p><b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>The programmes are funded by the ESF and the managing authority is WEFO.ESF has undertaken a full Socio Economic Analysis to identify needs, challenges and opportunities across Wales. It will incorporate ESDGC (Education, Sustainable Development and Global Citizenship) elements enable young people to become globally responsible citizens.</p>	<p>Working closely with our Local Authority partners and Careers Wales we will share resources and good practices to ensure young people have the best opportunities to engage in global well –being and how this impact’s on their community.</p>
<p><b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation</p>	<p>The programmes will ensure that all marketing, publications and printed literature is available bilingually where appropriate. The programmes will conform to the Welsh Language Legislation Welsh Language Wales Measure 2011 and accompanying welsh language standards. The Eisteddfod will be in Abergavenny in 2016, therefore we will encourage young people on the programme to get involved and support the event.</p>	<p>Encouraging young people to embrace the vibrant welsh culture and language.</p>
<p><b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances</p>	<p>The programme will develop effective ways to engage and provide support for those individuals regardless of ethnic origin, gender, disability sexual orientation or religion to ensure all young people actively participate in and benefit from the programme. The programme will follow WEFO’s guidance and the LA Equal Opportunity’s Policy which stipulates how staff can best promote equality of opportunity and outcomes for young people regardless of age, race, ethnicity and disability.</p>	<p>All of our policies and procedures are guided by the current local and national equal opportunities guidance and legislation.</p>

## 2. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Balancing short term need with long term and planning for the future</p> <p><b>Long Term</b></p>	<p>The long term plan for the future is that young people that have engaged in Inspire2Work will remain in education, employment or training and their risk of becoming NEET is reduced. This will reduce the likelihood of future or continuing poverty amongst young people. It will also deliver improved health and well-being for young people, whilst also instilling a work ethic for young people and seeing aspiration levels rise.</p>	<p>With the financial investment from the Local Authority into this 3 year programme, the aim is to develop resilience in the 'most at risk' NEET young people, so that as their confidence and skills develops, they will be able to progress, either achieving specified softer outcomes or progressing into further employment.</p> <p>We therefore anticipate that over the life of the programmes the number most at risk of NEET and who are NEET will reduce due to the success of the programmes.</p>
 <p>Working together with other partners to deliver objectives</p> <p><b>Collaboration</b></p>	<p>The Inspire2Work is a regional programme. Newport City Council is the lead beneficiary, working with the following joint beneficiaries; City of Cardiff County Council, Monmouthshire County Council, The Vale of Glamorgan Council and Llamau.</p>	
 <p>Involving those with an interest and seeking their views</p> <p><b>Involvement</b></p>	<p>The programmes will involve learners in the design, delivery, evaluation and redesign of the learning experiences. As part of the learning journey, the team understands the necessity for bespoke learning opportunities involving the learner and fostering shared responsibility and autonomy of the learner as well as constant progress.</p>	<p>The programme will discuss at point of referral the learners' needs, vocational pathways and training route options. It will provide formative reviews of the learner experience, carry out Learner Voice questionnaires, have informal discussions and feedback during the programme and end of programme evaluations.</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p data-bbox="324 240 506 507">Putting resources into preventing problems occurring or getting worse</p> <p data-bbox="136 483 275 507"><b>Prevention</b></p>	<p data-bbox="533 209 1330 352">The Inspire2Work programme is both preventative initiative to enable the reduction in the risk of young people becoming NEET and reduction in the number of young people who are NEET.</p> <p data-bbox="533 392 1321 536">It is anticipated that the long term impact of the programmes will challenge behaviours, actions and attitudes, subsequently establishing firm foundations on which to support in the future and provide generic skills.</p>	<p data-bbox="1352 209 2063 336">The programmes will be monitored and reviewed on a quarterly basis to ensure targets are on track and then young people feel the programmes are meeting their needs and expectations.</p>
 <p data-bbox="324 596 506 847">Considering impact on all wellbeing goals together and on other bodies</p> <p data-bbox="136 839 275 863"><b>Integration</b></p>	<p data-bbox="533 576 1321 871">The programmes will work with young people, supporting them to overcome health and wellbeing barriers by either delivering health and wellbeing programmes and/or support, linking young people with health care professionals, organisations and networks and other health and wellbeing services. The young peoples' health and wellbeing is a crucial element to reducing their overall risk of becoming NEET.</p>	<p data-bbox="1352 576 2101 735">The programmes will be monitored and reviewed through amount of referrals to specialist support for emotional wellbeing; progress of each young person during the programme and through termly discussions with other professionals within the school community.</p>

**3. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	We aim to engage with young people 11-24years most at risk of becoming NEET (not in education, employment or training) or who are NEET.	None identified	N/A
Disability	We aim to engage and support young people to meet with individual needs without discrimination.	None identified	N/A
Gender reassignment	We aim to provide a provision which is inclusive for transgender people and groups We will address any issues in regards to work placements, employment and training opportunities.	None identified	N/A
Marriage or civil partnership	Not applicable	None identified	N/A
Pregnancy or maternity	Risk assessment will be in place for pregnant young people ensures all health and safety measures have been addressed and the well-being of the young person is paramount.	None identified	N/A
Race	Young people referred onto the Inspire2Work programme will be given the same opportunities regardless of race. The relevant support will be provided to meet individual needs	None identified	N/A



<b>Protected Characteristics</b>	<b>Describe any positive impacts your proposal has on the protected characteristic</b>	<b>Describe any negative impacts your proposal has on the protected characteristic</b>	<b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?</b>
Religion or Belief	We aim to offer bespoke packages of support that will take into account young peoples' religion and religious beliefs.	None identified	N/A
Sex	We aim to offer opportunities that will take into account individual needs regardless of sex.	None identified	N/A
Sexual Orientation	We aim to offer opportunities that will take into account individual needs regardless of sexual orientation.	None identified	N/A
Welsh Language	We will adhere to the Welsh Government Welsh Language Policy. We will aim to provide bilingual learning opportunities if there is a need.	None identified	N/A

- 4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities?** For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>

Safeguarding	Safeguarding is a priority, young people on the programmes will have a multiple barriers and are vulnerable individuals. All staff and volunteers have completed the Safeguarding level 1. The programme will link with the TAF system and monthly multi-agency meetings in schools.	None identified	N/A
Corporate Parenting	Inspire2Work programme targets young people who are looked after children (LAC) and care leavers. We aim to provide a tailor package which is flexible to their needs and circumstances.	None identified	N/A

#### 5. What evidence and data has informed the development of your proposal?

The following data has identified and informed the need to develop the Inspire2Achieve programme;

- The Local Authority Early Identification process identifying young people most at risk in key stage 3 and 4.
- The Careers Wales 5 Tier model data, identifying young people 16 -18 years in tier 4 who are in education, employment or training yet are at risk due to circumstances.
- Young people 19 -24 years who are vulnerable and are still in education.

The following data has identified and informed the need to develop the Inspire2Work programme;

- The Careers Wales 5 Tier model data young people in tier 1 and 2 of the system who are NEET
- NOMIS figures identifying the number of 19 -24 year olds that claim job seeker allowance
- 16 -24 vulnerable groups identified through local partnership forums.

The work of the 14 -19 Curriculum Group, Multi-Agency Meetings, Post 16 Steering Group and the Keeping in Touch have identified the need for further intervention for those most vulnerable to participate and engage in the curriculum and sustain future education, employment and training.

#### 6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

It is anticipated that the Inspire2Work programme will have a positive impact on the young peoples' social, emotional, health and wellbeing, education and skills. This will develop their resilience and improve their life chances. This proposal does acknowledge that due to personal, social and educational barriers, not every young person will progress into full time education, training or employment.

**7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

What are you going to do	When are you going to do it?	Who is responsible	Progress
Implementation of the Inspire2Work programme	February 2017	Hannah Jones	Programme Started

**8. MONITORING: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.**

The impacts of this proposal will be evaluated on:	March 2018
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**9. VERSION CONTROL: The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.**

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
	Departmental Management Team (DMT)	18 <sup>th</sup> August 2015	.Approved by DMT no further amendments
	Children and Young Peoples Select Committee	17 <sup>th</sup> September 2015	Costings to be broken down per year for ESF funding and match funding for future reports
	Cabinet	2 <sup>nd</sup> March 2016	Inspire to Work and Inspire to Work programmes approved



## ROLE PROFILE

- ROLE TITLE:** **Inspire Administration Worker**  
Fixed term ESF Funded post - 1<sup>st</sup> August 2017 – 31<sup>st</sup> March 2019
- POST ID:** **YS003**
- GRADE:** Band F SCP 25-29 £22,658-£25,951
- HOURS:** 22.5 Hours per week
- LOCATION:** Magor/Usk, Monmouthshire.

The authority operates an agile working policy and staff will be required to work in agile manner across the county of Monmouthshire as per the needs of the service. Unfortunately no disturbance mileage will be payable for any re-location of the office base.

**RESPONSIBLE TO:** Youth Enterprise Manager

**DEPARTMENT:** Youth Enterprise

**This is a fixed term funded post and funded by the European Social Fund.**

### **Our Purpose:-**

Youth Enterprise is an integral part of MCC's Enterprise and Innovation Directorate. We work with young people aged 11-25 across the county supporting them through education, employment and training. We engage young people with the business sector supporting the development of local employment and training and entrepreneurial opportunities. The Inspire programmes – Inspire2Achieve and Inspire2Work are ESF funded programmes delivered through Youth Enterprise for Monmouthshire but contribute to the South East Wales Inspire Programme.

## **The Purpose of this Role:-**

With support from the Local Authority Youth Enterprise Manager and Inspire Coordinator, you will administer the day to day delivery of finances in relation to Inspire2Achieve, in an effective and efficient manner. The Inspire Administration Worker role will require you to support the Youth Enterprise Manager and Inspire Coordinator in monitoring and reporting the financial data of the Inspire programme and Youth Enterprise team through relevant channels.

## **Your responsibilities are to:-**

1. To administer and maintain financial processes and agreements for the Youth Enterprise and Inspire Programmes. You will support the Youth Enterprise Manager and Inspire Coordinator in all financial aspects of the Youth Enterprise department and Inspire programme that sits within it.
2. The Inspire Administration Worker will manage the internal purchase order and goods receipt system for Youth Enterprise in addition to any procurement processes.
3. To provide the Inspire Coordinator with access to regular financial updates and profiles for Inspire2Achieve.
4. To attend regional and local Inspire meetings and be prepared to feedback on financial elements of the programme.
5. To attend lead beneficiary health checks for Inspire2Achieve. To prepare up-to-date forecasts and other relevant financial information according to the meeting agenda.
6. To support the Inspire Coordinator and LA finance officer in preparing all claims and financial monitoring reports for submission to the lead beneficiary within pre-set deadlines throughout the lifetime of the programme.
7. To support the Inspire Coordinator and LA finance officer in managing financial queries that arise from the WEFO verification process following submission of claims and financial monitoring reports.

8. To ensure that all data is collected and monitored in an appropriate and safe way and meets the European Social Fund requirements.
9. You will support the Youth Enterprise Manager and Inspire Coordinator in monitoring and reporting the financial data of the Inspire programme and Youth Enterprise team through relevant channels.
10. Provide digital support to the Youth Enterprise team, including utilising the Business and Innovation Flexi system and holding the role of Digital champion.
11. You will oversee the administration of the Youth Enterprise Qualification Centre. With support from the Inspire Coordinator continue to develop and administer the centre and all financial aspects of this. To guide and support delivery staff in all administration elements of the Qualification Centre.
12. To support the Youth Enterprise Manager and Inspire Coordinator in developing Service Improvement Plans, quarterly reports and other reporting documentation as and when required.
13. To carry out any duties and responsibilities required under the Data Protection Act(s) 1984 and 1998, in particular, to take reasonable care that no loss or disclosure of personal data occurs.
14. To exercise proper integrity in respect of confidential matters and personal information obtained during the execution of the duties of this post.
15. To ensure that health and safety duties and practices are carried out by all provisions or as detailed in the Council's Health and Safety Policy, and to ensure that provisions and services to young people comply with current legislation.
16. To uphold and comply with the statutory provisions of the Health and Safety Work Regulations 1999, The Monmouthshire Safeguarding and Child Protection Policy 2012 and any other relevant Council policies relating to Safeguarding and Health and Safety
17. To work in collaboration with the Designated Officer for Safeguarding/Child Protection in the following way: To ensure that all staff are aware of the LA policy on Safeguarding and Child Protection and that all policies and practices are in line with the All Wales Child Protection Procedures. To make referrals to Children's Services in the event of a disclosure and/or concern that a child/young person is 'in need' or at risk of significant harm. To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection.
18. To ensure that the Council's responsibilities in relation to Equality and Diversity are met and to ensure that the Youth Enterprise outcomes relating to the Welsh language are achieved.

**Here's what we can provide you with:-**

- Full support of manager and team members
- Full range of training and CPD opportunities
- Laptop and mobile phone
- Nominated supervisor for regular support

**What else you need to know.....Monmouthshire Values are:**

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

**In addition:**

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

**Person Specification**

**How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-**

1. Hold or be willing to work towards a nationally recognised qualification in Accounting.
2. Hold a relevant ICT qualification.

3. Experience in and understanding of financial management processes and Local Authority financial systems. To have experience of ESF funding would be desirable.
4. Experienced in using Microsoft packages such as Excel, Word, Outlook, Access, Etc. to a high standard.
5. Effective and efficient written and verbal communication skills with experience of writing various correspondence, reports and other documentation. In addition, will possess effective presentation skills.
6. Experienced in monitoring and updating database systems and forming reports utilising these systems.
7. Ability to work on own initiative and as part of a staff team meeting set deadlines.
8. Commitment to delivering an efficient and effective service.
9. Practical experience of how projects and tasks need to be managed within a dynamic and fast paced working environment.
10. An effective understanding of how local government works and how other agencies and organisations contribute to the Inspire programme delivery.
11. Willing to work with a variety of project staff, partners and stakeholders with the ability to guide and assist finance aspects of the interactions.

<b>General</b>
<p><b><u>Ability to Think and Act Strategically</u></b></p> <ul style="list-style-type: none"> <li>• Is able to create and communicate a vision and inspire others to share in it;</li> <li>• Is able to monitor and manage outcomes and to feed into appropriate frameworks.</li> <li>• Thinks quickly and flexibly and shows adaptive leadership in responding to a changing environment;</li> </ul>



- Identifies and exploits opportunities to gain additional resources from a wide range of external sources;

### **Demonstrates Emotional Intelligence**

- Listens to others and communicates effectively;
- Deals with situations of conflict in a calm and rational manner, and does not shy away from difficult situations;
- Seeks to achieve results through negotiation and consensus;
- Shows empathy and is able to understand the impact of their own behaviour on others;
- Is able to understand and deal openly with emotional issues;
- Invests time and energy in building strong networks and positive relationships;
- Uses intuition;
- Is politically astute;
- Understands and read key social networks and power relationships.

### **Partnership and Teamwork**

- Feels comfortable working within a team environment with flexible boundaries between team members;
- Is willing to share in collective responsibility for team decisions;
- Is friendly, respectful and supportive to others and shows loyalty to the team and to individual team members;
- Has an inclusive style and seeks feedback;

- Engages assertively in debate but is skilled in resolving differences without conflict;
- Takes a joined up approach to problem solving;
- Acts with integrity, is honest, trustworthy and willing to trust others;
- Sees working in partnership as an opportunity rather than a constraint;
- Demonstrates an absolute commitment to equality and embraces diversity.

### **Self-Awareness, Self Confidence and Self Reliance**

- Understands their own strengths and weakness, and is committed to self-improvement;
- Is able to reflect on and learn from mistakes;
- Is highly self-motivated and acts on their own initiative;
- Empowers and trusts others to deliver on shared goals and objectives;
- To ask to identify strategies or seek support for dealing with personal and professional stress.
- Believes in work/life balance for themselves and others, and sets an example
- Demonstrates and transmits self-assurance and presents ideas well to others;
- Takes an optimistic, “can do” approach;
- Acts as an inspiring role model to others;
- Believes in the ethos of public service and sets an example of high standards of conduct in this respect.



Appendix 3



## ROLE PROFILE

**ROLE TITLE:** **Inspire2Work Administrator**  
Fixed term ESF Funded post - 1<sup>st</sup> August 2017 – 31<sup>st</sup> January 2020

**POST ID:** **YE004**

**GRADE:** Band F SCP 25-29 £22,658-£25,951

**HOURS:** 14.5 Hours per week

**LOCATION:** Magor/Usk, Monmouthshire.

The authority operates an agile working policy and staff will be required to work in agile manner across the county of Monmouthshire as per the needs of the service. Unfortunately no disturbance mileage will be payable for any re-location of the office base.

**RESPONSIBLE TO:** Youth Enterprise Manager

**DEPARTMENT:** Youth Enterprise

**This is a fixed term funded post and funded by the European Social Fund.**

### **Our Purpose:-**

Youth Enterprise is an integral part of MCC's Enterprise and Innovation Directorate. We work with young people aged 11-25 across the county supporting them through education, employment and training. We engage young people with the business sector supporting the development of local employment and training and entrepreneurial opportunities. The Inspire programmes – Inspire2Achieve and Inspire2Work are ESF funded programmes delivered through Youth Enterprise for Monmouthshire but contribute to the South East Wales Inspire Programme.

## **The Purpose of this Role:-**

With support from the Local Authority Youth Enterprise Manager and Inspire Coordinator, you will administer the day to day delivery of finances in relation to Inspire2Work, in an effective and efficient manner. The Inspire2Work Administrator role will require you to support the Youth Enterprise Manager and Inspire Coordinator in monitoring and reporting the financial data of the Inspire programme and Youth Enterprise team through relevant channels.

## **Your responsibilities are to:-**

1. To administer and maintain financial processes and agreements for the Youth Enterprise and Inspire Programmes. You will support the Youth Enterprise Manager and Inspire Coordinator in all financial aspects of the Youth Enterprise department and Inspire programme that sits within it.
2. The Inspire2Work Administrator will manage the internal purchase order and goods receipt system for Youth Enterprise in addition to any procurement processes.
3. To provide the Inspire Coordinator with access to regular financial updates and profiles for Inspire2Work.
4. To attend regional and local Inspire meetings and be prepared to feedback on financial elements of the programme.
5. To attend lead beneficiary health checks for Inspire2Work. To prepare up-to-date forecasts and other relevant financial information according to the meeting agenda.
6. To support the Inspire Coordinator and LA finance officer in preparing all claims and financial monitoring reports for submission to the lead beneficiary within pre-set deadlines throughout the lifetime of the programme.
7. To support the Inspire Coordinator and LA finance officer in managing financial queries that arise from the WEFO verification process following submission of claims and financial monitoring reports.
8. To ensure that all data is collected and monitored in an appropriate and safe way and meets the European Social Fund requirements.
9. You will support the Youth Enterprise Manager and Inspire Coordinator in monitoring and reporting the financial data of the Inspire programme and Youth Enterprise team through relevant channels.

10. Provide digital support to the Youth Enterprise team, including utilising the Business and Innovation Flexi system and holding the role of Digital champion.
11. You will oversee the administration of the Youth Enterprise Qualification Centre. With support from the Inspire Coordinator continue to develop and administer the centre and all financial aspects of this. To guide and support delivery staff in all administration elements of the Qualification Centre.
12. To support the Youth Enterprise Manager and Inspire Coordinator in developing Service Improvement Plans, quarterly reports and other reporting documentation as and when required.
13. To carry out any duties and responsibilities required under the Data Protection Act(s) 1984 and 1998, in particular, to take reasonable care that no loss or disclosure of personal data occurs.
14. To exercise proper integrity in respect of confidential matters and personal information obtained during the execution of the duties of this post.
15. To ensure that health and safety duties and practices are carried out by all provisions or as detailed in the Council's Health and Safety Policy, and to ensure that provisions and services to young people comply with current legislation.
16. To uphold and comply with the statutory provisions of the Health and Safety Work Regulations 1999, The Monmouthshire Safeguarding and Child Protection Policy 2012 and any other relevant Council policies relating to Safeguarding and Health and Safety
17. To work in collaboration with the Designated Officer for Safeguarding/Child Protection in the following way: To ensure that all staff are aware of the LA policy on Safeguarding and Child Protection and that all policies and practices are in line with the All Wales Child Protection Procedures. To make referrals to Children's Services in the event of a disclosure and/or concern that a child/young person is 'in need' or at risk of significant harm. To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection.
18. To ensure that the Council's responsibilities in relation to Equality and Diversity are met and to ensure that the Youth Enterprise outcomes relating to the Welsh language are achieved.

**Here's what we can provide you with:-**

- Full support of manager and team members
- Full range of training and CPD opportunities
- Laptop and mobile phone
- Nominated supervisor for regular support

**What else you need to know.....Monmouthshire Values are:**

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

**In addition:**

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

**Person Specification**

**How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-**

12. Hold or be willing to work towards a nationally recognised qualification in Accounting.

13. Hold a relevant ICT qualification.

14. Experience in and understanding of financial management processes and Local Authority financial systems. To have experience of ESF funding would be desirable.

15. Experienced in using Microsoft packages such as Excel, Word, Outlook, Access, Etc. to a high standard.

16. Effective and efficient written and verbal communication skills with experience of writing various correspondence, reports and other documentation. In addition, will possess effective presentation skills.
17. Experienced in monitoring and updating database systems and forming reports utilising these systems.
18. Ability to work on own initiative and as part of a staff team meeting set deadlines.
19. Commitment to delivering an efficient and effective service.
20. Practical experience of how projects and tasks need to be managed within a dynamic and fast paced working environment.
21. An effective understanding of how local government works and how other agencies and organisations contribute to the Inspire programme delivery.
22. Willing to work with a variety of project staff, partners and stakeholders with the ability to guide and assist finance aspects of the interactions.

<b>General</b>
<p><b><u>Ability to Think and Act Strategically</u></b></p> <ul style="list-style-type: none"> <li>• Is able to create and communicate a vision and inspire others to share in it;</li> <li>• Is able to monitor and manage outcomes and to feed into appropriate frameworks.</li> <li>• Thinks quickly and flexibly and shows adaptive leadership in responding to a changing environment;</li> <li>• Identifies and exploits opportunities to gain additional resources from a wide range of external sources;</li> </ul> <p><b><u>Demonstrates Emotional Intelligence</u></b></p> <ul style="list-style-type: none"> <li>• Listens to others and communicates effectively;</li> </ul>

- Deals with situations of conflict in a calm and rational manner, and does not shy away from difficult situations;
- Seeks to achieve results through negotiation and consensus;
- Shows empathy and is able to understand the impact of their own behaviour on others;
- Is able to understand and deal openly with emotional issues;
- Invests time and energy in building strong networks and positive relationships;
- Uses intuition;
- Is politically astute;
- Understands and read key social networks and power relationships.

### **Partnership and Teamwork**

- Feels comfortable working within a team environment with flexible boundaries between team members;
- Is willing to share in collective responsibility for team decisions;
- Is friendly, respectful and supportive to others and shows loyalty to the team and to individual team members;
- Has an inclusive style and seeks feedback;
- Engages assertively in debate but is skilled in resolving differences without conflict;
- Takes a joined up approach to problem solving;
- Acts with integrity, is honest, trustworthy and willing to trust others;



- Sees working in partnership as an opportunity rather than a constraint;
- Demonstrates an absolute commitment to equality and embraces diversity.

### **Self-Awareness, Self Confidence and Self Reliance**

- Understands their own strengths and weakness, and is committed to self-improvement;
- Is able to reflect on and learn from mistakes;
- Is highly self-motivated and acts on their own initiative;
- Empowers and trusts others to deliver on shared goals and objectives;
- To ask to identify strategies or seek support for dealing with personal and professional stress.
- Believes in work/life balance for themselves and others, and sets an example
- Demonstrates and transmits self-assurance and presents ideas well to others;
- Takes an optimistic, “can do” approach;
- Acts as an inspiring role model to others;
- Believes in the ethos of public service and sets an example of high standards of conduct in this respect.