

## JOB DESCRIPTION AND PERSON SPECIFICATION

Job title	Project Co-ordinator
Reporting to	Senior Project Manager
Direct Reports	None
Grade	C
Location	Flexible
Duration	Fixed term to 31 March 2022

### Position overview

Highlands and Islands Enterprise (HIE) is an ambitious organisation with a unique remit from the Scottish Government that integrates economic and community development. With around 300 staff, HIE supports hundreds of businesses and social enterprises across the Highlands and Islands. HIE works in a diverse region covering more than half of Scotland's land mass.

HIE's three priorities are to: grow successful, productive and resilient businesses; create the conditions for growth; and build strong, capable and resourceful communities. HIE's vision is for the Highlands and Islands to be a highly successful, inclusive and prosperous region in which increasing numbers of people choose to live, work, study and invest.

This role will be responsible for managing the reporting and monitoring process for four Interreg funded projects which HIE are currently delivering. The post will support the effective delivery of objectives and long-term impacts from each of the project activities, working with a range of partners across Europe.

Details of the INTERREG projects are below:

- The Support Network for Social Entrepreneurs (SuNSE) will develop a network of social entrepreneurship hubs across North West Europe, to act as local points for stimulating community driven economic activity in disadvantaged regions. The programme will support social entrepreneurs to start and grow social businesses (those which deliver social as well as economic benefits), by offering them supportive

learning environments (in areas such as business planning, financial management, market awareness and commercialising opportunities), which will enable them to establish locally based social businesses.

- Co-Innovate is designed to increase the capacity of SMEs in within the programme area to engage in research and innovation activities which will lead to the commercialisation of new products, processes and services. Co-Innovate operates under the VA Cross Border Cooperation programme with a specific remit to foster cross-border collaborations, in this case between Scottish businesses and Republic of Ireland businesses.
- Culture Power: Inspire to Develop Rural Area (CUPIDO) has been developed as a new approach for culture to act as a driver for local and regional development and is mainly about commercialisation of the cultural sector; aiming to contribute towards creating vibrant, sustainable rural communities that attract people to live, work and enjoy life.
- W-Power supports the empowerment of women entrepreneurs by increasing understanding of regional and transnational barriers and piloting ways to accelerate place-based growth by developing entrepreneurial skills through the provision of gender-aware business support

Reporting to the Senior Project Manager (SuNSE), the post-holder will manage a wide range of reporting, financial/budget monitoring, claims submission and compliance review activities to support the delivery of each of the Interreg projects.

This will include the compilation and submission of European funding claims for each of the projects to an agreed timetable, maintaining HIE internal systems, monitoring project performance and assisting the project managers and external partners with project implementation (in particular providing advice, guidance and training to project managers on the claims process, information required and evidence to be held to ensure clear audit trails that satisfy programme rules).

The post-holder will have frequent liaison with Interreg project and programme staff and external auditors, to understand and interpret claim and compliance requirements

This is an interesting and varied role, vital to the successful delivery of the individual projects. It will provide the candidate with a wide range of experience, working with international partners, EU programme bodies and provide an insight into the operation of HIE.

A key part of this role will be to bring fresh thinking to HIE's work in this field and make a positive contribution to HIE's continuous development as a progressive organisation where staff are empowered to use their full potential to benefit Scotland's economy. This is in line with our people values.

### Key responsibilities

1. Compile and submit claims according to the agreed timetable for each of the four EU funded projects, using both HIE and Interreg systems
2. Where HIE is a lead partner on an Interreg project, ensuring the compilation of relevant financial and reporting information from all partners for claim purposes and reviewing this to ensure compliance, liaising with international partners to advise and resolve any issues

3. Input and update financial and monitoring information to HIE systems and Interreg programme systems
4. Review of project budgets and monitoring of spend
5. Provide advice, guidance and training to project managers regarding the claim information and supporting evidence required to satisfy individual programme rules
6. Provide support and assistance to sub-partners of HIE (e.g. in the CUPIDO project) to compile and submit claims
7. Ensure there is a clear audit trail and that all supporting documentation relating to expenditure claimed and defrayed is retained
8. Resolve any issues arising with claims and liaising with relevant EU programme bodies as required
9. Assist with the management of and support good working relationships with other project partners and HIE's appointed First Level Controller
10. Assist with procurement activities when required, working closely with HIE's procurement team to ensure compliance with EU regulations
11. Liaising and providing advice to HIE staff, project partners and other organisations where relevant
12. Support Lead Partner delivery; this may involve international travel
13. Promote a climate of accountability, openness, collaboration and innovation;
14. Ensure appropriate compliance with all aspects of HIE governance, including risk management and HIE audit and compliance requirements;
15. Ensure optimum use of internal management systems;
16. Take responsibility for own learning and development, keeping continuous professional development (CPD) records up to date.

For developmental or operational reasons this role may occasionally contain some elements of work that are either more or less demanding than described above.

## Salary and benefits

We aim to appoint at the minimum end of the salary scale to allow progression throughout the grade range.

This post comes with a competitive benefits package including: contributory staff pension arrangements which includes life assurance, generous annual leave entitlement, employee assistance programme and a variety of flexible benefits, e.g. cycle to work scheme, gym subsidy and other staff discounts.

## Our commitment to equality and diversity

We are committed to recruiting, promoting and developing our people solely on the basis of their ability to contribute to HIE's objectives, without regard to their gender, race, disability, religion, national origin, ethnicity, sexual orientation, age or marital status.

HIE employs staff in offices across the Highlands and Islands and other locations in Scotland, encourages flexible working and seeks to employ people with different ideas, styles and skill sets, each able to contribute in complementary ways. This diversity engenders a richer, more creative environment – one in which our people develop and clients are served better.

This diversity and the sharing of knowledge, skills and experience make us a stronger organisation. These are qualities we value and continue to enhance.

KEY CRITERIA	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>▪ A good standard of formal education or equivalent work experience</li> </ul>	<ul style="list-style-type: none"> <li>▪ Educated to higher level/diploma level in a relevant discipline</li> </ul>
Work experience	<ul style="list-style-type: none"> <li>▪ Proven experience working in a financial administration capacity</li> <li>▪ Experience of working to tight deadlines and prioritising workload</li> <li>▪ Experience of working as part of a team but also ability to work on own initiative</li> <li>▪ Experience in providing advice, guidance and training to colleagues</li> <li>▪ Experience in inter-agency/stakeholder engagement and collaborative working</li> <li>▪ Experience in dealing with customers and colleagues to provide intense support</li> <li>▪ Experience of monitoring budgets</li> <li>▪ Knowledge and/or experience of EU funding</li> <li>▪ Experience of managing a varied workload</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working in the public sector</li> </ul>
Skills and abilities	<ul style="list-style-type: none"> <li>▪ Well-developed interpersonal and communication skills</li> <li>▪ Proficient in the use of excel</li> <li>▪ Well-developed numeracy skills and experience of working with financial data</li> <li>▪ Attention to detail</li> <li>▪ Sound analytical and interpretative skills</li> <li>▪ A good standard of IT literacy including Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working with Financial and Project management systems</li> <li>▪ Experience or knowledge of data management systems</li> <li>▪ Gaelic language skills (speaking, reading or writing)</li> </ul>

	<ul style="list-style-type: none"><li>▪ An ability to exercise sound judgement when interpreting the advice of others</li><li>▪ An ability to organise a complex workload and ensure timely delivery of tasks</li><li>▪ Flexibility and able to work under pressure</li></ul>	
Job circumstances	<ul style="list-style-type: none"><li>▪ Self-disciplined and able to work with minimal supervision</li><li>▪ Ability to travel as required, including overseas, in response to business needs. Requirement for some overnight stays away from home</li></ul>	<ul style="list-style-type: none"><li>▪ A full current driving licence and access to a vehicle</li></ul>

HIE has equal respect for Gaelic and English. We welcome any communication in Gaelic. We will respond to Gaelic communication just as quickly as we respond in English.

Tha spèis cho-ionannachd aig HIE airson na Gàidhlig agus na Beurla. Tha sinn a' cur fàilte air conaltradh sam bith anns a' Ghàidhlig. Freagarraidh sinn conaltradh sa Ghàidhlig ceart cho luath 's a fhreagras sinn sa Bheurla.