

Transform Advisor

Freelance Role Description

JOB TITLE: Transform Advisor – SME Engagement and Levy Transfer

ORGANISATION: Sussex Council of Training Providers

LOCATION: East Sussex

RESPONSIBLE TO: SCTP Executive Director

RENUMERATION: £8,500 actual per annum

CONTRACT TYPE: Freelance contract

DURATION: March 2022 - December 2023

HOURS: 8 hours per week

MAIN PURPOSE OF THE ROLE:

The Transform Advisor role is part funded by the European Social Fund. The role will work alongside a team of Transform Skills Advisors who will be offering direct support to SMEs.

The primary function of the SME Engagement and Levy Transfer role will be:

- to engage SMEs, triage referrals, and carry out eligibility checks, to generate project starts and bookings for the wider advisor team.
- record and monitor levy transfer pledge applications and to engage levy payers into the project.

The role will also have responsibility for delivery of project outcomes and outputs. This is a freelance role.

Key Tasks

1. Develop and implement an SME recruitment strategy in line with project KPIs, and in compliance with European Social Fund State Aid.
2. Promote the East Sussex County Council (ESCC) levy transfer funding to SMEs from the key East Sussex priority sectors.
3. Promote apprenticeships and skills training to SMEs in East Sussex.
4. Triage project enquiries, conduct eligibility checks, and manage the SME support booking calendar.
5. Manage project levy transfer requests, and ongoing levy transfer monitoring and reporting processes.
6. Ensure evaluation and performance monitoring requirements are adhered to, including monthly performance and financial reporting and real time CRM data management.

7. Ensure that operational delivery costs are in line with allocated budget and European Social Fund (ESF) regulations.
8. Meet project KPIs and prepare monthly, quarterly, and annual reports on progress and performance, including project evaluation and performance data.
9. Transform provides direct individual end to end administrative support, advice, and guidance to SMEs to enable them to follow the processes required within the Levy Transfer system, including support with registering on the Digital Apprenticeship Service to manage levy transfer funds and access apprenticeship training provision. Support the development of a toolkit to support SMEs with these processes.
10. Identify and support Levy payers in East Sussex who are not using their full Levy allocations, using the ESCC transfer model, and support the development of a toolkit to provide a framework for transferring unspent levy funding to SMEs within their supply chain.
11. Support levy payers to consider using levy funds for their own workforce development in a more strategic way and brokering relationships with local training providers.
12. Promote priority sector apprenticeships such as construction, engineering, creative and digital, health and social care, visitor economy, hospitality & catering, and land-based industries - to include the following activities:
 - TRANSFORM Apprenticeship Roadshows
 - Supporting a Corporate Social Responsibility and Social Value in procurement forum.
 - Attend business and skills network meetings and forums to promote TRANSFORM and the toolkits for SMEs and Levy payers.
13. Provide training to business support agencies to raise awareness of apprenticeship opportunities for SMEs, ensuring that they are equipped with the knowledge and information to advise SMEs on the range of workforce training and support available and levy transfer opportunities.
14. Develop and maintain the TRANSFORM MIS and training provider brokerage database.
15. This role is part funded by European Social Fund, and therefore must ensure delivery of the project complies with European Social Fund regulations on State Aid, Eligibility, Publicity, Sustainability and Equality and Diversity.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

This post is part funded by the European Social Fund.

Total maximum contract size: £14,166.70 over 20 months.

Award criteria will be based on application and interview and awarded against person specification as detailed below:

Person Specification

Post Title: TRANSFORM ADVISOR

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<ul style="list-style-type: none"> • Strong organisational skills. • Excellent written and verbal communication skills. • Ability to build effective and professional working relationships with stakeholders within the business community, demonstrating excellent influencing and negotiation skills. • Experience of providing business advice and of developing employer focussed advisory resources and communications • Previous experience of successfully delivering/managing outcome-based contracts. • Proven track record of successfully working towards targets and meeting KPIs. • Excellent negotiation skills • Excellent analytical skills and ability to interpret data. • Ability to use IT to manage projects e.g., <i>Microsoft Project</i> and spreadsheets • Ability to present complex information clearly verbally and in writing in a variety of formats in a wide range of settings, including preparation and presentation of reports to a wide range of stakeholders. • Ability to manage budgets effectively 	<ul style="list-style-type: none"> • MS Project and Visio skills. • Sound understanding of the Public Sector • Knowledge of relevant departmental services in relation to project, including knowledge of relevant legislation and policy 	Application form, Interview
Education & Qualifications	<ul style="list-style-type: none"> • QCF level 5 or equivalent experience 	<ul style="list-style-type: none"> • QCF level 6 	Application form
Knowledge	<ul style="list-style-type: none"> • Knowledge of local economy and skills landscape including South East Local Enterprise Partnership and Skills East Sussex activity. • Knowledge of Apprenticeships and the current funding landscape and reforms • Excellent knowledge of project management methods and their 		Application form, Interview

	application, including risk identification and management		
Experience	<ul style="list-style-type: none"> • Experience of working across and between organisations and with multiple stakeholders including external partners and service users • Representation at and organisation of meetings and events • Writing and editing reports. • Internet-based research. 		Application form, Interview
Personal Attributes	<ul style="list-style-type: none"> • Ability to effectively manage, prioritise and organise workload, and work under pressure to meet competing deadlines. • Flexible and adaptable with personable, approachable manner. • Enthusiasm and energetic attitude, and an ability to self-start on activities, using own initiative and managing own workload. • Ability to demonstrate an understanding of and commitment to equal opportunities • Professional manner. 		Application form, Interview
Other	<ul style="list-style-type: none"> • Full driving licence or the ability to demonstrate how meet the travel requirements of the role 		

Date (drawn up):