

## JOB DESCRIPTION

<b>Job Title:</b> LCR High Growth Programme Manager <b>Fixed Term to 30<sup>th</sup> June 2023</b>		
<b>Business Unit:</b> Business Growth	<b>Section:</b> Business Growth	<b>Salary:</b> £40,000 - £45,000 (dependant on experience)

<b>Job Purpose:</b> You will be responsible for the overall management and successful delivery of the Liverpool City Region High Growth European Regional Development Fund (ERDF) Programme. This will involve supporting, managing and monitoring programme partners to enable them to deliver support to growth SME businesses in the Liverpool City Region. This is a key role in the delivery of the Liverpool City Region High Growth Programme.
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<p><b>Main Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Work closely and build effective working relationships with the LCR Combined Authority Programme Management Office, Programme Partners, Department for Levelling Up, Housing and Communities and internal colleagues.</li> <li>• Ensure that Growth Platform colleagues and Programme Partners fully understand the ERDF requirements and processes and support them to fully meet these at all times, providing guidelines, briefings and calling joint meetings as required.</li> <li>• Work with Growth Platform colleagues and Programme Partners to set up effective systems and processes to allow accurate management and monitoring of their element of the Programme.</li> <li>• Closely monitor Growth Platform colleagues and Programme Partners spend and deliverables against profile, provide support and guidance and implement remedial action where required.</li> <li>• Chair regular Programme wide meetings with Partners.</li> <li>• Design, implement and maintain an effective reporting mechanisms and processes to record all spend and deliverables across the programme.</li> <li>• Work with Growth Platform colleagues and Programme Partners to ensure all Programme activity, expenditure and paperwork is ERDF compliant and has a readily tracable audit trail.</li> <li>• Work with the Growth Platform Marketing Manager to ensure coordination and development of communications, PR and web development is delivered.</li> <li>• Utilise a web based customer relationship management (CRM) for the Programme and ensure that all Programme Partners record their SME support activity onto the system keeping it complete and up to date at all times.</li> <li>• Compile regular ERDF claims evidencing and detailing the outputs generated during each period and providing a narrative update of the Programme. Ensure that claim activity fully matches CRM records.</li> <li>• Ensure that all paperwork relating to the project is collected and retained in line with ERDF requirements.</li> </ul>
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- Fulfil all of the contractual obligations relating to the funding for this post, including delivery of outputs and robust financial management.
- Other duties that may reasonably be required for the fulfilment of this ERDF Programme and the work of Growth Platform.

**Person Specification:**

**Skills and Attributes**

- Extensive knowledge of ERDF compliance requirements
- Detailed knowledge of State Aid rules
- Excellent high level project management skills
- Highly organised with good project management skills
- Excellent attention to detail in ensuring all processes are followed diligently and paperwork completed accurately, fully and on time
- A highly positive attitude to work with a desire to provide businesses, colleagues and partners with an excellent service
- A high level of personal and professional integrity being able to provide helpful and completely objective support to clients and partners
- Good communication and interpersonal skills

**Experience**

- Experience of successfully project managing ERDF projects with multiple partners is essential
- Experience of working in a business support environment is desirable

Post reports to: Programmes and Compliance Manager

*This post is part funded by the European Regional Development Fund*