



North East, Yorkshire and the Humber

DEVELOPMENT OPPORTUNITY

Effective date:	September 2015 to July 2016
Role Title:	CS Local North East, Yorkshire and the Humber Secondary Schools Project Manager
Grade:	Any management grade
Business/Function:	Civil Service Local North East, Yorkshire and the Humber
Time Commitment:	Part Time – For full time colleagues, part-time arrangements can be agreed to carry out this role alongside candidate's current post as a development opportunity. 0.5 to 1 day a week.
Context:	<p>Civil Service Local is a cross-government programme, working closely with the Cabinet Office and engaging with our agencies and departments to influence the delivery of Civil Service Reform.</p> <p>We have a set of core themes to provide:</p> <ul style="list-style-type: none"> • better opportunities for staff; • better services for the public; • better value for money. <p>Civil Service Local works across all government departments and is funded by HMRC, DWP, MoJ, HO and MoD.</p>
Role Purpose	<p>This role sits within the CS Local North East, Yorkshire and the Humber team and the Project Manager will be responsible for planning and delivering our engagement with primary schools, encouraging Civil Servants to help raise the aspirations of pupils by delivering talks about the world of work.</p> <p>Objectives of the role include:</p> <ul style="list-style-type: none"> • To drive delivery of our secondary schools programme; • To raise awareness of CS Local and its products. <p>The successful candidate will be required to engage stakeholders and project teams from across the Civil Service and other public sector bodies plus interact with customers and stakeholders from a range of organisations across the region.</p>
Responsibilities/Tasks:	<ul style="list-style-type: none"> • Liaise with Local Education Authorities and Secondary Schools to offer a programme of activities for schools; • Develop materials for the Secondary Schools Programme; • Publicise the programme to civil servants to promote as a volunteering opportunity; • Support volunteer teams; • Recruit individual School Leads and volunteer teams; • Evaluate staff and citizen satisfaction; • Report to CS Local Co-ordinator Team and Steering

	Group.
Management of people:	No direct line management as project teams are volunteers/secondees but they will require co-ordination.
Key Interactions:	The job holder will work with and engage with: <ul style="list-style-type: none"> • CS Local North East, Yorkshire and the Humber Programme Team and Steering Group; • Local Education Authorities and Secondary Schools; • DWP Community 10,000 Co-ordinators; • Civil Service Volunteers – School Leads
Performance Metrics:	Success in the role will be measured by: <ul style="list-style-type: none"> • Delivery against objectives for the programme • Evaluation of feedback from each intervention.
Specialist Knowledge and experience	Non Required
Behaviours and Core Competencies required	Leading and Communicating Collaborating and Partnering Building Capability for All Delivering at Pace Seeing the Big Picture
Role Specifics	<p>Location: The role can be based in any North East, Yorkshire and The Humber location but will involve regular trips to Newcastle to access on-line documentation and liaise with the Civil Service Local team. Other travel will be involved but this will be mostly in the North East, Yorkshire and the Humber.</p> <p>Loan: This is suitable as either meaningful work or as a development opportunity. The position would suit a full-time (in addition to other duties) or part-time worker at a management grade. The project is for a 10 month period, but can be extended by mutual agreement.</p> <p>FUNDING: HOME DEPARTMENTS WILL NEED TO MEET SALARY AND, PREFERABLY, EXPENSES DURING THE LOAN.</p> <p>Line Management Line Manager Permission must be obtained before expressing interest. The post holder will retain their current line management and the CS Local NEYH Co-ordinator will agree and report on a development objective for this work.</p>
How to Apply and Deadline	For more information and Expression of Interest Form contact Richard Armstrong by 28 August 2015.

Civil Service Local is committed to ensuring that wherever possible our events are accessible to all participants. If you have any specific requirements, please let us know and we will endeavour to make any reasonable adjustments.

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