

**Job Title:**

**Skills and Communities Lead**

**Report To:**

**Head of Green Growth and Inclusion**

**Job Purpose:**

**The Company**

East Midlands Freeport has a lot to deliver in a short space of time. We plan to create tens of thousands of high-quality jobs and reinvest around £1bn across the region, by unlocking the potential of three large development sites. It is crucial that we work quickly to effectively market these sites to attract £100s of millions of international investment.

As the UK's only inland Freeport, we will drive economic regeneration across the East Midlands. Underpinning this is a unique and world leading combination of local authority, business and university partners focused on creating thousands of jobs, boosting skills, and accelerating the region's commitment to decarbonisation and Net Zero through low carbon energy investments.

**The Candidate**

Core to East Midlands Freeport's mission is tackling long-standing socio-economic challenges and delivering benefits for local people. Our Skills Delivery Plan sets out a programme of activity to drive forward inclusive growth and our Skills and Communities Fund will make sure that we are supporting communities furthest from opportunity.

We are looking for a driven self-starter to join our ambitious team as our Skills and Communities Lead. You will lead the implementation of our Skills Delivery Plan and Skills and Communities Fund, working closely with our partners and managing a range of skills initiatives to support our investors and local communities. This highly rewarding role will see you deploying funding to charities and skills providers, managing programmes which support young people and those furthest from work, and delivering tangible outcomes which raise ambition, skills and ensure that local people benefit from the Freeport.

**Main Duties and Responsibilities**

The candidate will be responsible for the successful implementation of our Skills Delivery Plan and Skills and Delivery Fund. This will include:

1. Convene and manage the East Midlands Freeport's Skills Working Group, comprised of representatives from our partners, local skills providers and regeneration sites.

2. Build productive relationships with a range of stakeholders including FE and HE skills providers, local authorities, government departments, local businesses, prospective investors, charities and community organisations.
3. Contract manage skills advisory consultants and service providers.
4. Stand up our Skills and Communities Fund and effectively deploy East Midlands Freeport investment to a range of skills and communities initiatives which deliver our objectives.
5. Oversee successful delivery of a range of funded projects, including our Future Energy Skills Hub, working closely with delivery partners such as the East Midlands Institute of Technology to ensure that KPIs are met.
6. Develop a range of skills and communities interventions, informed by employer demand and community needs, leveraging support from public and private sector partners.

## **Requirements:**

- Educated to degree level with relevant experience of delivery or management of skills and communities initiatives or funded projects.
- Working knowledge of the skills system, preferably with knowledge of the local landscape in the East Midlands or relevant transferable experience for example in the charity sector or CSR initiatives.
- Proven experience of successful project management.
- Proven experience of successful contract management.
- Experience of deploying or managing public funding.
- Excellent interpersonal and communication skills, with experience of building and developing effective working relationships across stakeholders, peers and partners.
- Experienced in preparing reports, spreadsheets, presentations and other documentation.
- Strong organisational skills, confidence to work autonomously, flexibly and at pace to prioritise workloads effectively.

- Highly motivated, proactive, and able to drive initiatives forward independently to realise outcomes.
- An active and enthusiastic team member, supporting colleagues when required and contributing to a culture of continuous improvement.

### **Main Duties and Responsibilities**

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities 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 in themselves justify a reconsideration of the grading of the job.

East Midlands Freeport is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

### **Remuneration and employment terms**

- Salary £45,000-£50,000 per annum, dependent on experience
- Permanent, full-time contract
- 28 days annual leave plus bank holidays
- Initially based at Leicestershire County Hall LE3 8RA with the opportunity to work from home for some of the week
- Flexible working arrangements but with a requirement to be in East Midlands on a regular basis