



Job title: South Pennines LEADER Programme Co-ordinator

Location: Hebden Bridge Office

Pennine Prospects Purpose

A landscape for the future, a space for everyone and a resilient local economy

Job Purpose

- To support the aims and objectives of Pennine Prospects through contributing to the regeneration of the South Pennines as part of the Pennine Prospects team.
- To specifically co-ordinate the delivery of the South Pennines LEADER programme 2015-2019.
- To work with members of the South Pennines Local Action Group, partner organisations and potential project applicants to “animate” the South Pennines LEADER programme to ensure objectives of the programme are met.
- To promote, represent and support the South Pennines Local Action Group in the management of the LEADER Programme.

Reporting lines

Reports directly to CEO Helen Noble. Has close liaisons and reporting duties with South Pennines Local Action Group. To closely liaise with DEFRA, Rural Payments Agency, City of Bradford MDC, Local Enterprise Partnership and city region contacts in Greater Manchester and Leeds, officers of local authorities and government agencies, local business, social enterprises and community organisations.

Dimensions

- Expert knowledge on South Pennines local businesses, local tourism, forest productivity, landowners, farmers and conservation organisations
- Representing Pennine Prospects to influence external contacts
- Representing Pennine Prospects to work with new and familiar partners to develop new approaches to achieve the jobs, growth and enterprise focus of LEADER
- Prioritising activities that deliver the LEADER programme

Key Responsibilities

- Working with partners in the South Pennines, members of the South Pennines Local Action Group, two local Enterprise Partnerships and other rural regeneration

professionals to maximise delivery of the South Pennines Local Development Strategy and to maximise impact of the project.

- Develop LEADER cooperation projects with relevant stakeholders and partners
- Promoting the South Pennines LEADER programme to potential applicants, stimulating local interest in rural development, bringing forward ideas and projects
- Acting as a first point of contact supplying application guidance, compliance guidance, advice on delivery and monitoring requirements to project bodies
- Ensuring the proper separation of responsibility with respect to handling project applications, decisions and claims
- Ensuring all decisions are made within overall budgets and managing the administration budget for the programme
- Undertaking eligibility checks as part of the appraisal of project applications
- Ensuring that all decisions of the South Pennines Local Action Group are signed off by DEFRA
- Ensuring all claims for programme funding are submitted to DEFRA on time as per contract
- Ensuring beneficiaries collect and maintain all necessary evaluation data
- Ensuring compliance with all National Operations Manual and regulatory key and ancillary controls, in conjunction with the Accountable Body
- Manage staff, secondees, students or volunteers involved in the delivery of the LEADER programme
- To undertake any other duties, reasonably requested, in line with the requirements of the post.

Skills and Competencies

- Expert knowledge of South Pennines local businesses, tourism, forest productivity, landowners, farmers, regeneration and conservation organisations
- Knowledge and understanding of sustainable development
- Understanding of issues affecting the social, economic and environmental wellbeing of the South Pennines
- Understanding and experience of networking with local authorities, government bodies and partnership organisations
- Knowledge and understanding of grant programmes, including European programmes
- Commitment to Pennine Prospects aims and objectives
- Excellent communication and negotiating skills with the ability to develop good working relationships with external partners, media and members of the public
- Ability and understanding of how to develop and maintain relationships with local action and strategy groups
- Ability to be creative and innovative with the aims and objectives of delivery of the LEADER programme
- Ability to work on own initiative with good personal organisation and judgement to manage own work load
- Project management experience

- Understanding and knowledge of monitoring and evaluation of projects to show accountability to funders and stakeholders
- Ability to manage others and how to give direction and support
- Ability to take direction from line manager
- Ability to participate in regular supervision meetings and develop a strong reflective working practice to strengthen professional development
- Ability to be open and transparent about work undertaken with line manager and all other accountable bodies.