**Job Description: ERDF Monitoring Manager**

**Responsible to:** **Managing Director**

**Terms:** £28k pro rata 3 days per week.

**Job Purpose:** To manage the monitoring and evaluation requirements of Northern Film + Media’s Tees Valley Combined Authority ERDF Tees Valley Screen Business Support and Development project. You will provide support to the Managing Director and will be organised, energetic, approachable, focussed and challenging.

**Key Tasks:**

1. To manage the delivery of the Summative Assessment Plan for the Tees Valley ERDF project.
2. Develop and implement effective monitoring and evaluation systems and procedures to ensure quality assurance and consistency across the Tees Valley ERDF Project.
3. Maintain effective internal systems for the recording and collection of monitoring information for Northern Film + Media’s Tees Valley ERDF project.
4. Act as first point of contact regarding Tees Valley ERDF project monitoring enquiries.
5. The primary Super User of the Tees Valley ERDF client activity output database, constantly reviewing and amending, liaising with the Managing Director and Project Managers.
6. Continuously improve information collection paperwork, measurement and reporting systems to ensure that NFM capture, record and utilise information to evaluate the effectiveness and impact of individual schemes and services across the Tees Valley.
7. To supervise administrative support inputting monitoring Tees Valley client data into NFM’s database and suite of excel spreadsheets and acting as primary user of MHCLG’s output recording system, ECLAIMS.
8. To manage the claims monitoring and output data and reports in line with NFM’s Tees Valley ERDF funding agreement and any changes that are introduced.
9. Provide monitoring information from the Tees Valley database/excel spreadsheets to meet the monitoring and evaluation requirements of Tees Valley Combined Authority, HMCLG and other relevant funders relating to the Tees Valley ERDF project.
10. Identify ways to continually improve the Tees Valley ERDF Projects monitoring systems.
11. Any other responsibility/task in the Tees Valley ERDF Project that the Managing Director may consider appropriate to the role.
12. Equal Opportunity responsibilities includepromoting and implementing equality of opportunity in all aspects of the organisation’s Tees Valley ERDF Project operations.

The post is funded by ERDF and the activities of the ERDF Monitoring Officer are wholly included in Northern Film + Media’s Tees Valley ERDF project.  As such the post holder must ensure that the conditions of NFM’s ERDF project are adhered to across all activities of the role.

# PERSON SPECIFICATION

#### Experience

* Experience of managing monitoring and evaluation systems and processes.
* Proven track record of using initiative and problem solving.
* Experience in database use including database interrogation.
* Experience in monitoring public sector grants provision and administration.
* Experience of regular reporting of quantitative outputs.

#### Skills

* Strong and proven task management skills.
* Proven ability to deal with sensitive information and confidential data
* Ability to summarise complex information including financial data.
* Excellent administrative and organisational skills with a good track record in filing and file management.
* Strong interpersonal, verbal presentation and written communication skills .
* Strong IT skills.

#### Behaviour and Attitude

* Proven ability to work under pressure, to deadlines.
* Flexibility with regards to working hours and methods.
* An ability to work well within a team.