# NewcastleGateshead Initiative

JOB TITLE:Skills and Jobs Project Manager

Full Time (60/40 Office/Homeworking)

Permanent

REPORTING TO: Destination Director

JOB PURPOSE:To lead delivery of Skills and Jobs Project.

SALARY: £32,000

PRINCIPAL RESPONSIBILITIES:

1. To manage the project team and delivery partners to ensure that the project is delivered on time and on budget.
2. Engage with supply side organisations, audit, map and collate what initiatives, services, and opportunities there are to support the tourism and hospitality sector fill vacancies and develop employees.
   1. Create a piece of work which captures and explains what is available and routes to access.
   2. Identify a viable route to commission an evidence based, analytical report on the market failure of why people are not applying or tourism and hospitality jobs.
3. Engage with businesses and make them aware of support and routes available. Do this through direct engagement and coordinating with wider NGI colleagues to deliver proactive press and to develop a web resource which signposts to relevant sources.
   1. Get min 100 job vacancies advertised on Skills Hub
   2. Evidence min 20 businesses signposted to and using an available resource/opportunity.
4. Support research colleagues on collecting data and intelligence on the scale of the challenges faced by industry.
5. Organise and establish a Tourism Skills and Careers Task Force with key stakeholders and industry representation, and lead activity to create a plan for the long-term development and support of the sector which has regional buy in and support.

**NEWCASTLEGATESHEAD INITIATIVE**

**PERSON SPECIFICATION**

**JOB TITLE: Skills and Jobs Project Manager**

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| **CATEGORY** | **ESSENTIAL** | **DESIRABLE** |
| **1. SKILLS, KNOWLEDGE & APTITUDES** | * Excellent communication skills, both written and verbal. * Ability to manage a broad portfolio of projects. * Stakeholder management skills * Technically astute with the ability to communicate in a jargon free way. * A knowledge of the skills landscape | * Knowledge of tourism and hospitality landscape |
| **2. QUALIFICATIONS & TRAINING** | * Educated to degree level or equivalent |  |
| **3. EXPERIENCE** | * Demonstrable success of working in collaborative partnerships * Experience of working in a team with proven ability to influence and inspire others, especially those not directly under your control * Experience of working on high value projects and proven ability to deliver on time and on budget | * Specific experience of working on publicly funded projects |
| **4. DISPOSITION** | * Highly motivated * Ability to work with others to deliver common goals * Able to work under pressure with minimal support * Willing to learn new sectors and quickly adapt to new ways of working |  |