

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form to request approval from Cabinet to recruit to vacancies with all signatures to the Resourcing Team, HR Services, Gun Wharf. Also you will need to forward an electronic word version to jobs@medway.gov.uk, so that the approval form can be inserted into the cabinet report. This form is not required for those posts covered by the exemptions list shown overleaf.

DIRECTORATE	RCC	
SECTION	Economic Development & Social Regeneration (ED&SR)	
POST TITLE	Project Support Assistant – Inspirer Project	
GRADE AND SALARY RANGE	D2 £15,040 - £19,126 (all externally funded)	
POST NUMBER	TBC	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	1 st May 2013	
MANAGER POST REPORTS TO	Neighbourhood Improvement Coordinator	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
THIS POST IS A NEW FIXED TERM POST UNTIL 30.4.2014	YES	
NAME OF RECRUITING MANAGER: Peter Vogel		

(* please delete as appropriate)

Impact on Service – please include:-

1. Information on the structure within this function indicating numbers of posts of the same type and how many corresponding vacancies – eg 20 care workers 2 posts vacant.
2. Impact on the service if this post is not filled, with particular reference to services to the public.

Within the ED&SR function there are a number of EU funded projects, including the Inspirer Project. The main aim of this project is to “improve the quality of life” for residents in some of Medway’s most disadvantaged

neighbourhoods by undertaking improvements to the physical environment. These improvements include housing renovation, community clean up programmes, community gardens, green space enhancements and action to promote and increase uptake of recycling. This project began in September 2010 and was due to end in June 2013 but is now to be extended until the end of September 2014. The project budget at the outset was approx 5.4 million euros, making it one of Medway's bigger European project ventures.

We require the services of a Project Support Assistant, fluent in both French and English to engage in day-to-day communication with cross-border partners from Boulogne – France and the city of Kortrijk – Belgium to ensure the delivery of a programme of cross-border project activities. The Project Support Assistant will also play a key role in compiling the EU project financial records – adherence to financial regulations is crucial to EU funding eligibility. The post-holder will assist in compiling the regular financial claims.

Medway Council is lead partner for the project and therefore responsible for its overall delivery and there remain a number of key project tasks at local level still to be delivered within tight timescales. The Project Support Assistant will focus greater attention throughout the cross-border partnership on these tasks, which include programmes of housing renovation in Boulogne and Kortrijk alongside Medway and the exchange of good practice between areas.

The creation of this Project Support Assistant post, for which funding is available within the project, will improve cross border coordination and accelerate progress towards achieving all of the project targets across the partnership.

Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31st March 2013.
2. If any savings could be achieved by alternative ways of providing the service.

There are no financial implications for Medway Council as the post will be fully funded via European Regional Development Fund contributions.

As lead partner, Medway Council are committed to ensuring the best possible outcome for its own residents as well as those in partner towns of Boulogne and Kortrijk.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated: