

Project Officer (Advanced Manufacturing and Materials Skills Development Programme)

Role Profile

Service: Place Directorate - Inclusive Economy & Communities Team
Band: Band 6
Reporting to: Principal Inclusive Economy and Communities Officer (Advanced Manufacturing and Materials)
Responsible for: No direct reports



TRAFFORD
COUNCIL

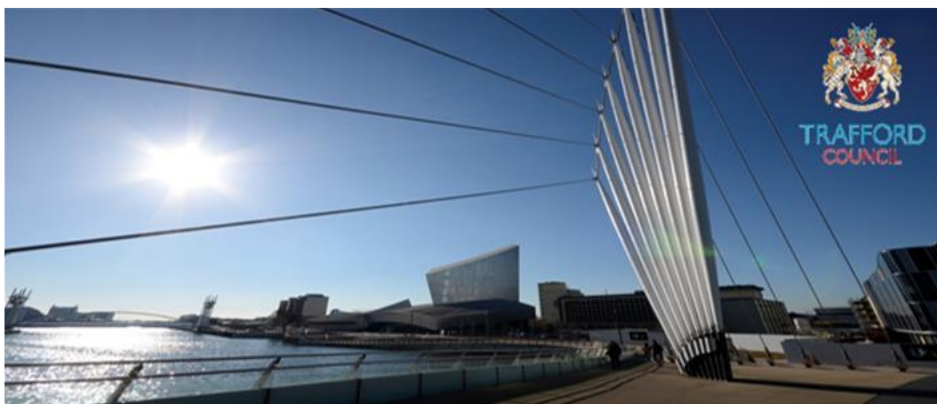
About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Trafford – where all our residents, businesses and communities thrive

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation, and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Overview

The Council's Inclusive Economy and Communities Team sits within the Growth, Housing and Communities service within the Place Directorate. The team has a wide and varied remit providing support to businesses and the VCFSE sector, supporting Trafford's town centres, helping residents to find work, improve their skills and enhance their career prospects. The work of the team proactively contributes towards creating the thriving economy across Trafford and assisting local residents to reach their potential.

YouMAKE Trafford sits within the wider Trafford Advanced Manufacturing and Materials Skills (AM&M) Development Programme new initiative of activities that aim to advance skills capability across the AM&M sector in Trafford and support businesses to advance and grow. It also aims to increase interest in careers in manufacturing, particularly amongst young people and residents not currently employed in the sector. The programme brokers connections with schools and local employers to provide curriculum-linked activities and workplace experiences that give young people a clear line of sight into this important growth sector.

As Project Officer, you will coordinate and deliver employer engagement activities for schools, including organising workplace visits and events. You will also develop resources and outreach for parents, carers, and advisers to improve understanding of manufacturing and sustainability career pathways.

Your Main Priorities

- Supporting the delivery of the work of the Inclusive Economy and Communities Team with specific reference to the delivery of the Advanced Manufacturing Skills Development programme in line with strategic objectives and as directed by the Programme lead which include, but are not limited to;

- Designing and coordinating a schools engagement programme, contributing to the promotion of the Advanced Manufacturing Sector to young people across Trafford.
- Engaging and building strong relationships with employers in the Advanced Materials & Manufacturing sector, providing advice on the design of high-quality and meaningful educational and work-related experiences.
- Contributing to and organising events and communications activity to promote the Advanced Manufacturing and Materials Skills Development Programme to internal and external audiences.
- Leading outreach to parents, carers, and advisers to improve the understanding of career pathways in the AM&M sector.
- Contributing to programme evaluation, reporting, and continuous improvement to ensure high-quality delivery.

Key Duties

- Assisting in the measurement and reporting on the Advanced Manufacturing Skills Development programme.
- Contributing to and co-ordinating events and communications activity to promote the Advanced Manufacturing and Materials Skills Development Programme to internal and external audiences.
- Delivering employer engagement activities that link to school curricula and support career awareness.
- Organising and overseeing workplace visits and events that give students practical insight into manufacturing and sustainability roles.
- Ensuring that all project quality standards and milestones are met by communicating effectively with stakeholders and maintaining accurate notes of meetings and key dates/actions.
- Managing scheduling, logistics, and communications for all programme activities.
- Ensuring compliance with safeguarding, health and safety, and data protection requirements.
- Collecting feedback from schools, employers and participants, contributing to evaluation reports.
- Supporting the Programme Manager with administration and coordination tasks as required.
- Identifying opportunities to improve delivery and share best practice with colleagues and partners.
- Signposting manufacturers to other sources of business support to support employee development.
- Maintaining effective working relationships with employers, schools, and other stakeholders to ensure smooth delivery.
- Assisting in developing and promoting 'green careers' in Trafford including supporting Green Careers Week.
- Supporting the delivery of a range of business engagement activities and supporting all relevant inward investment activity and the development of income generating initiatives for the borough.
- Undertaking other duties relevant to the programme as directed by the Programme Manager and contributing to the wider work of the Inclusive Economy and Communities Team as required.

Qualifications and Professional Development

- Recognised Level 4 qualification relevant to the role (eg. Project Management, Business Administration')
- Evidence of continual professional and personal development

Experience and Knowledge

- Significant relevant experience in a similar field
- Experience coordinating education, skills, outreach, or employer-engagement programmes, with a broad understanding of the sector/field
- Proven experience of working on and supporting project management processes, including report writing and understanding of project management methodologies and techniques
- Experience of dealing with clients and/or stakeholders
- Experience of planning, coordinating activities and resources and organising events
- Experience of using a range of IT systems and software packages

Skills and abilities

- Strong communications skills (both verbal/in person and written) with a range of audiences, with the ability to build and maintain strong professional relationships with customers, stakeholders and colleagues at all levels
- Ability to design and deliver engaging activities for young people and adults and to demonstrate passion about supporting young people's aspirations and widening access to opportunity
- Ability to work proactively and collaboratively to deliver results and to work independently
- Ability to analyse data/information and to creatively problem-solve with a positive, solutions-focused approach
- Comfortable working in fast-paced, partnership-driven environments
- Excellent organisational skills, with the ability to manage multiple projects and deadlines

Special Conditions

- Willing and able to travel to sites within the Trafford Borough
- Unsocial hours/weekend work may be required

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Date prepared/revised	New role – April 2026
Prepared/revised by	H Kindley/A Brierley
Job Evaluation	22.4.26

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery.
To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.