

Project Support Officer



Hours: 37 hours per week
Contract: Permanent
Salary: £20,444 - £22,129 per annum
Head office: Sheffield

The South Yorkshire Mayoral Combined Authority (SYMCA) brings together the local authorities of Barnsley, Doncaster, Rotherham and Sheffield and the private sector through the Local Enterprise Partnership (LEP). These bodies together serve the communities and businesses of South Yorkshire. From transport to housing, from business growth to skills, the SYMCA has a great story to tell. We have ambitions to deliver recovery and renewal for people, businesses and places across South Yorkshire after the COVID pandemic.

In recent years significant funding has been secured through the Transforming Cities Fund and a devolution deal, and the region has just received at £570m transport capital funding settlement for the next 5 years. As result we have a large and growing capital programme to deliver in support of the South Yorkshire Mayoral Combined Authority Mayor's 2040 vision for transport.

We are currently recruiting a **Project Support Officer** to join the project delivery team. Working into the Programme Delivery Support Officer, the role will be to provide high quality administration and project support to Project Managers. As a Project Support Officer, you will have experience in an administrative or support role and will be highly organised, self-motivated and able to manage your time effectively to deliver to deadlines. The role requires you to have strong Microsoft Excel skills, as well the ability to adapt to change.

In return, we offer a competitive salary, hybrid working, access to a Local Government Pension Scheme and the chance to be part of an organisation where you can really make a difference. Located in a vibrant citycentre location, we are well-placed for transport links and encourage employees to take advantage of a range of benefits, including active travel facilities. We believe in a healthy work/life balance.

For further information, or to arrange an informal discussion about the role, please email recruitment@southyorkshire-ca.gov.uk

How to apply

Please apply online at [recruitment](#) or email recruitment@southyorkshire-ca.gov.uk to request an application pack or alternatively call our 24 hour recruitment line on 0114 2211 223

Applications no later than: 9am on Tuesday 27 June 2022

Interviews will take place: Tuesday 5th July 2022

In your application, set out how you meet the essential experience, knowledge and skills needed to fulfil the post, providing clear and real examples, briefly setting out your role within these and the outcome of your actions. Completed applications should be emailed to recruitment@southyorkshire-ca.gov.uk

Discover more about the South Yorkshire Mayoral Combined Authority by visiting <https://southyorkshire-ca.gov.uk>