

## Project Support Officer



**Hours:** 37 hours per week  
**Contract:** Permanent  
**Salary:** £22,369 - £24,054 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.

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 project support against delivery of project plans. As a Project Support Officer, you will have experience of performing a similar role previously, with a good understanding and experience of project delivery and acceptance processes, a high attention to detail and a good level of financial awareness, coupled with an excellent knowledge of project and programme management methodologies. The role requires you to have strong analytical, interpretation and reporting skills, as well as prioritising own workload and working to tight and often changing deadlines;

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 city centre 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](mailto:recruitment@southyorkshire-ca.gov.uk)

### **How to apply**

Please apply online at [recruitment](#) or email [recruitment@southyorkshire-ca.gov.uk](mailto: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 28th March 2023

**Interviews will take place:** Tuesday 4<sup>th</sup> of April 2023

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](mailto:recruitment@southyorkshire-ca.gov.uk)

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