



Role Profile

Job Title: Modern Apprentice Employability Project Officer			
Reference No.	SS1842	Type	Generic
Service	Economy, Planning & Employability Services		
Job Family	Para Professional	Grade	FC5 (50% of salary in year one rising to 80% of salary in year two)

Purpose
<p>The apprentice will work under supervision to build and develop skills in supporting the delivery of Employability Programmes and Initiatives.</p> <p>The duration of the apprenticeship will be for 2 years, during this period the apprentice will undertake training towards an SVQ level 3 Career Development (SCQF Level 7).</p> <p>To work proactively alongside other members of the Employability Service to promote, administer and deliver employability courses that help people up-skill. To support the Employability Officers to engage with employers, to promote opportunity for participants to gain work experience and employment.</p>

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Work as part of a team to provide support as and when required to achieve the overall aims of the Service.	Ability to provide a regular and effective service.	√	

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The apprentice must achieve milestone targets related to completion of the SVQ level 3 in Career Development (SCQF Level 7) as agreed on an Individual Training Plan.	Possess a minimum of 3 Nat 5's (or SCQF Level 5 equivalent) including Maths and English.	√	
Attend meetings and events either as an individual or to represent the team. Ability to travel extensively throughout Fife and work in a variety of locations is essential.	Ability to develop effective relationships with employers and those from other agencies.	√	
Update and monitor social media, including responding to public messages and dealing with requests	Ability to maintain confidentiality	√	
Assist in the development and evaluation of training to support continuous improvement.	Effective communication skills – oral and written.	√	
Undertake any related training and complete identified e-learning modules.	Awareness of Health & Safety and Risk Assessment Implementation.		√
Collate and record data relating to requirement of national bid frameworks.	Work with minimal supervision on a day to day basis.	√	
Contribute to the continuous improvement of the service by driving excellence in service delivery. Assist the team in promoting the service to customers.	Innovative and developmental approach.		√
Ensure that training objectives are achieved in compliance with National Training Programme rules.	Ability to manage, monitor and review own performance.	√	
Submit appropriate documentation to meet timescales set by National Training Programme rules.	Experience in the use of Word and Excel Computer Packages.	√	
Provide caseload and work reports as requested on work achievements.	Ability to prioritise own workload.	√	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Job Title (Specialists Tasks)			
Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required			
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.			
Additional Information – the following information is available:	Expected Behaviours		
<ul style="list-style-type: none"> Skills Framework (if applicable) How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>		