

No One Left Behind Co-ordinator

Reference No.	A4678	Type	
Service	Business and Employability		
Job Family		Grade	FC8

Purpose

The purpose of the role is to co-ordinate the delivery of the Scottish Government funded No One Left Behind (NOLB) employability and skills activity in Fife.

The role includes working in partnership with existing employability and skills services in Fife.

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
Co-ordination of the activities of the NOLB delivery partners in delivering employability and skills activity in Fife.	<p>Educated to SCQF level 9, which includes a Degree or equivalent.</p> <p>Experience of working within an employability or skills setting.</p> <p>Knowledge and understanding of Employability and Skills policy drivers at a local and national level.</p> <p>Ability to provide a regular and effective service.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Provide secretariat and administrative support to the NOLB Working Group and Opportunities Fife Partnership Board.	Experience in project management tools and techniques (Deliver Results – See How We Work Matters Framework).	✓	

Role Profile

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Working with Delivery Partners, establish a Delivery Leads Group to facilitate partnership working, review delivery against agreed outcomes and identify appropriate adjustments to delivery models and priorities.	Experience of and the ability to work effectively with key stakeholders (Work Together)	✓	
Provide support to the Delivery Partners to input to the Customer Relationship Management system. Extract information from the CRMS to support monitoring, reporting and review activities.	Experienced in use of Customer Relationship Management systems for stakeholder engagement.		✓
Budget management and monitoring including co-ordinating and managing internal and external financial resources.	Experienced in managing budgets.		✓
Assist the Opportunities Fife Partnership Manager in preparing and presenting progress reports for the Opportunities Fife Partnership Board and the NOLB Fife Working Group.	Presentation, verbal and written communication skills, including report writing for a senior audience.	✓	
Act as central coordination point for monitoring, evaluation and research programmes involving NOLB activities.	Experience of and the ability to work effectively with key stakeholders (Work Together)	✓	
Identify opportunities for partnership working and new approaches within NOLB and wider partnership employability and skills activity and facilitate relationship building for these opportunities.	Experience of and the ability to work effectively with key stakeholders (Work Together)	✓	
Prepare materials for marketing and promotion of the NOLB service activities including identifying and creating case studies, best practice examples and good news stories.	Verbal and written communication skills.	✓	
Support the Opportunities Fife Partnership Manager to identify new funding opportunities.	Experience of making successful funding applications.	✓	

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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 – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results