



# Role Profile

## EMPLOYABILITY OFFICER

Reference No:	A4780		
Service:	Education & Children's Services		
Job Family:	Employment Support	Grade:	FC5

### Purpose

To work proactively with other members of the Education and Children's Services within schools to promote, administer and deliver training courses that help up- skill young people to assist them to access and sustain employment.

To support the learners, staff and other stakeholders to engage with employers, in order to promote opportunity for participants to gain work experience and employment.

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Support participants throughout training journey, and feedback relevant information to Depute Headteacher (Opportunities for All).

Collate and record data relating to requirements of National Improvement Framework.

Supervise and support learners during skills training to ensure training objectives and tasks are achieved to appropriate standards and agreed timescales.

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

**E**    **D**

Education to SCQF level 6, which includes Highers or SVQ level 3 or equivalent

✓

Working knowledge of Vocational Qualifications

✓

Effective communications skills – oral and written

✓

Communicate appropriately with a wide range of stakeholders

✓

Moderate experience and a proven track record of supporting a wide range of clients who face barriers to employment

✓

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<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Coach and mentor learners to assist with training/learning interventions appropriate to individual needs.	Assessor qualification		✓
	Ability to work as part of a team		✓
	Ability to prioritise own workload and that of a team	✓	
Assist in the development and evaluation of the training course delivery to support continuous improvement.	Innovative and developmental in approach to service delivery	✓	
Assist in the design and delivery of training specific to participant and employers' needs.	Ability to develop effective relationships with employers, those from other agencies, training providers and partners	✓	
Subject appropriate documentation to meet timescales set by National Training Programme rules.	Experience in the use of Word and Excel computer packages	✓	
Contribute to networking meetings and events with partner agencies.	Ability to support and motivate learners in a training environment		✓
Contribute to the continuous improvement culture of the service by driving excellence in service delivery.	Work with minimal supervision on a day-to-day basis		✓
Ability to travel extensively throughout Fife and work in a variety of locations is essential.	Ability to manage, monitor and review own performance	✓	
Ensure that all training sites / establishments implement and maintain the relevant legislation and policies at all times.	Awareness of Health and Safety and Risk Assessment Implementation		✓
Ensure that training objectives are achieved in compliance with National Training Programme rules.	Experience of managing/leading on delivery of training courses		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

**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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## 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:

- Skills Framework (if applicable)
- **How we work matters**

### Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.