



Role Profile

Instructor

Reference No.	1KK1410	Type	Individual
Service	Economy, Planning and Employability Services		
Job Family	Para Professional 4	Grade	FC6

Purpose

Assist people with disabilities, ill health or mental health issues to achieve their employment goals through the delivery of Supported Employment Training.

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

Encourage and facilitate progression for people with disabilities and health conditions into a range of employment opportunities. The post will include delivery of training in group environments.

Deliver internal/ external training materials, and review and develop these on an on-going basis to ensure they are assisting clients to achieve their training goals.

Complete individual training plans with clients. Organise and carry out regular reviews of training plans.

Liaise with other professionals both within Fife Council and with external agencies in assisting individuals toward employment goals.

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

E

D

Educated to higher grade level or equivalent relevant experience

✓

✓

Relevant SVQ/HND Qualification

✓

Qualification in supported employment

✓

Experience/ Qualification in managing Health & Safety

✓

Significant experience of working with people with disabilities/health issues using person centred planning

✓

E = Essential Criteria D = Desirable Criteria

Role Profile

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
	<p>Experience in the field of employability</p> <p>Experience of running activity groups with adults with disabilities</p> <p>Experience of working in training for employment</p> <p>Experience of working in outdoor/ site based environment</p> <p>Good communication skills – verbal/written organisational skills</p> <p>Ability to travel throughout Fife</p> <p>Ability to manage own caseload</p> <p>Competent computer skills are required and use of electronic systems for the effective recording of information</p> <p>Excellent customer service</p>	<p></p> <p></p> <p></p> <p>√</p> <p>√</p> <p></p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p></p>	<p></p> <p>√</p> <p>√</p> <p>√</p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>√</p> <p>√</p>

E = Essential Criteria D = Desirable Criteria

Role Profile

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
	Previous experience of working in multidisciplinary team Good report writing skills Previous experience in delivering training Ability to communicate with a wide range of people Ability to record information accurately Ability to work as part of a team	✓ ✓ ✓ ✓	✓
Assisting the team in developing information database of employers and contacts and in developing publicity/marketing materials which promote services provided by the team. Work within the context of Fife Councils Health and Safety Policies and contribute towards the health and safety of the workplace.	Ability to provide a regular and effective service The ability to travel extensively throughout Fife is essential. Before confirming appointment, you will require to obtain PVG Scheme Membership through Disclosure Scotland.	✓ ✓ ✓	

E = Essential Criteria D = Desirable Criteria

Role Profile

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
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:			
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
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.

E = Essential Criteria D = Desirable Criteria

Role Profile

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.