



Role Profile

Employability Officer (Destinations/Transitions)

Reference No:	A5802		
Service:	Education		
Job Family:	Education Specialist 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 targeted young people to assist them to access opportunities which support work readiness and next steps to employment.

To support the learners, staff and other stakeholders to engage with employability programs, training, partnerships, employers 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:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Support participants throughout training journey and feedback relevant information to Line Manager & Key Stakeholders. Building working relationships with pupils, parents/carers and key partners to agree appropriate solutions that improve school destinations and engagement. Working collaboratively with them on learning initiatives, involvement in school life and engagement with bespoke school packages or preferred pathways.	Education to SCQF level 6, which includes Highers or SVQ level 3 or equivalent Working knowledge of Vocational Qualifications Communications skills – oral and written	✓ ✓ ✓	

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Collate and record data relating to requirements of National Improvement Framework.	Communicate appropriately with a wide range of stakeholders	✓	
Supervise and support learners during skills training to ensure training objectives and tasks are achieved to appropriate standards and agreed timescales.	Experience and a proven track record of supporting a wide range of clients with potential vulnerabilities and/or barriers to education or employment	✓	
Coach and mentor learners to assist with training/learning interventions appropriate to individual needs. Act as a supportive link between families and school, using solution focused and task centred approaches to promote engagement to raise attainment and support employability pathways.	Assessor qualification		✓
Assist in the development and evaluation of the training course delivery to support continuous improvement.	Ability to work as part of a team		✓
Assist in the design and delivery of training and resources specific to participant and employers' needs. By working directly with children to seek their views, understand their barriers to learning and engage them in destination pathways.	Ability to prioritise own workload and that of a team	✓	
Subject appropriate documentation to meet timescales set by National Training Programme rules.	Innovative and developmental in approach to service delivery	✓	
Contribute to networking, multi-agency meetings and events with partner agencies.	Ability to develop effective relationships with employers, those from other agencies, training providers and partners	✓	
Contribute to the continuous improvement culture of the service by driving excellence in service delivery.	Experience in the use of Word and Excel computer packages	✓	
Visit families and young people at home to develop an understanding of the barriers to engaging and achieving a Positive Destination and explore potential solutions.	Ability to support and motivate learners in a training environment		✓
Ensure that all training sites / establishments implement and maintain the relevant legislation and policies at all times.	Work with minimal supervision on a day-to-day basis		✓
Ensure that training objectives are achieved in compliance with National Training Programme rules.	Ability to manage, monitor and review own performance	✓	
	Ability to travel throughout Fife and work in a variety of locations	✓	
	Awareness of Health and Safety and Risk Assessment Implementation		✓
	Experience of managing/leading on delivery of training courses		✓

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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:	Expected Behaviours		
- Skills Framework (if applicable) How we work matters	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.		