



Role Profile

Employability Project Co-ordinator				Purpose			
Reference No.	KK455	Type	Individual	To provide project management and support to the delivery of Employability Programmes			
Service	Economy, Planning and Employability Services						
Job Family	Professional 2	Grade	FC8				
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
To co-ordinate and ensure effective delivery of Employability projects.				Educated to SCQF level 8, which includes HND or SVQ level 4 or equivalent		✓	
				Considerable experience and a proven track record of supporting clients who face barriers to employment and training including young people, ethnic minority clients, migrants, lone parents and low income families.		✓	
				Knowledge of Scottish Government funded Apprenticeships programmes.		✓	
				A working knowledge of learning, training and employability opportunities and related funding issues, in particular employability programmes with the focus on Foundation Apprenticeships.		✓	
				Project management qualification e.g. Prince 2			✓

E = Essential Criteria D = Desirable Criteria

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To liaise with and develop partnerships with relevant organisations including project partners, Scottish Government, Skills Development Scotland, education, business and the voluntary sector to create development opportunities on behalf of the service	Experience of partnership and multi-agency work at a local level. Strong awareness of barriers to work and learning commonly experienced by targeted client groups. Effective communication skills -oral and written	✓ ✓ ✓	
To implement appropriate Quality Standards as identified within relevant contracts and the service Quality Management Framework.	Experience of working within a Quality Management Framework		✓
To quality assure delivery and ensure that staff are assisting people to explore, plan and achieve their employment goals.	Experience of managing/ leading on delivery of training courses.		✓
To monitor budget expenditure and highlight financial issues arising.			
To provide written reports/statistical information as required by the Lead Officer and funding providers.	Proficient in use of Microsoft Office packages Knowledge and understanding of Information Security	✓ ✓	✓
To plan and organise project related events	Good organisational skills Development of presentations, promotional and marketing information through use of PowerPoint, leaflets, brochures and press release	✓	✓
Maintain staff guidance procedures relating to programme performance.			

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<p>Maintain a client-focused approach to service delivery</p> <p>General knowledge & understanding of the barriers facing those disadvantaged in the job market.</p>	<p>Experience of working with employers in relation to client placement</p> <p>Experience in providing advice, guidance & advocacy for clients and employers.</p> <p>Experience in providing appropriate support to clients to help them make the transition to employment and to provide aftercare support to all clients.</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
<p>A pro-active approach to project development and delivery and ensuring Project Files are set up and maintained.</p>	<p>Experience of developing and delivering employability programmes</p> <p>Effective use of a range of mobile equipment including laptop, projectors</p>		<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>
<p>Promotion of the work of the Project teams and compilation of a lessons learned/post project review in conjunction with the Project Manager</p>	<p>Ability to develop effective relationships with employers and those from other agencies.</p>		<p style="text-align: center;">✓</p>
<p>Maintain currency of plans through the collection and analysis of actual and projected performance data</p>	<p>Ability to work as part of a team.</p> <p>Ability to prioritise own workload and that of a team.</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
<p>Administer the Quality Control Processes and undertake quality checks relating to client management information</p>			
<p>Compile performance reports</p>			

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Develop and maintain relationships to strengthen partnership, team and project working between various stakeholders & within the project team	Experience of effective engagement with employers. Ability to develop effective networks.	✓ ✓	
Revision and update of project plans as taking account of ongoing partnership activities	Experience of project management		
Utilise local labour market information to place clients appropriately in external employers premises to maximise the development of their skills and their potential to progress to employment.	Working knowledge of learning opportunities and routes to employment	✓	
Monitor progression of clients to ensure entry to employment/further education is achieved and sustained wherever possible.			
Monitor contracts with sub-contractors and monitor quality of provisions.			
Research new areas of work and approaches used elsewhere to enhance delivery of programmes/project provisions.			
Allocate and supervise the work of staff within priorities set by the Lead Officer, to achieve and maintain targets both on a day to day basis, and on specific projects.	Experience of supervising staff Ability to motivate staff and support staff to achieve performance and outcome targets.	✓ ✓	
Ensure effective individual performance levels, monitoring and performance reporting via systems operating.	Experience of implementing a range of people management policies and procedures		✓
Produce and present reports, guidance and other documentation as required.	Experience of maintaining of effective monitoring and reporting systems.		✓
Deputise for the Lead Officer as required e.g. report writing, meeting attendance, mail handling and correspondence.			

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<p>Contribute to, support and oversee the satisfactory completion of the workload, including participating in, and contributing to the achievement of the Service and Team Plans.</p> <p>Maintain an overview of the Team's activities in order to meet agreed targets by the allocation of staff/resources to meet competing priorities. Allocate and schedule work on an ongoing basis. Advise the Lead Officer of relevant issues or slippage of contract delivery.</p>	<p>Ability to take initiative and work effectively alone and as part of a team.</p> <p>An innovative approach and ability to develop appropriate solutions</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
<p>Cascade information from the Lead Officer to update staff in the Team with events in the Council or the Service through briefing sessions, meetings or regular informal contact.</p>			
<p>Ensure new and existing staff are trained to undertake duties within the Employability and Supported Employment Service.</p>			
<p>Co-ordinate and control the identified budget in liaison with the Lead Officer. Provide information to the Lead Officer for the preparation of budgetary estimates, spending profiles and plans.</p>	<p>Experience of managing a budget/knowledge of external funding sources</p>		<p style="text-align: center;">✓</p>
<p>Participate in budgetary review and provide information to the Lead Officer on necessary actions and implications of budgetary adjustments.</p>			
<p>Ensure budget information is available timeously for inclusion in any Team/Service budget process.</p>			
<p>Monitor and control payments to contractors, operators and suppliers as required.</p>			
<p>Ensure income is in line with contract and service budgets.</p>	<p>Ability to deliver services in line with contract profile & standards e.g. timesheets, financial information, management information.</p>	<p style="text-align: center;">✓</p>	
<p>Undertaking all other duties as required for the role. Duties will be in line with the grade.</p>			

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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

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input checked="" type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:

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

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results