



Role Profile

Employability Project Officer				Purpose			
Reference No.	SS1842	Type	Individual	To work proactively with other members of the Employability Service to promote, administer and deliver training courses that help people up-skill. To assist them to access and sustain employment. To support the Employability Officers to engage with employers, in order to promote opportunity for participants to gain work experience and employment.			
Service	Economy, Planning and Employability Services						
Job Family	Para-Professional	Grade	FC5				
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
Assist in the design and delivery of training specific to participant and employers' needs.				Educated to SCQF level 6, which includes Highers or SVQ level 3 or equivalent		✓	
Supervise and support learners during skills training to ensure training objectives and tasks are achieved to appropriate standards and agreed timescales.				Moderate experience and a proven track record of supporting a wide range of clients who face barriers to employment.		✓	
Ensure that all training sites / establishments implement and maintain the relevant legislation and policies at all times.				Awareness of Health & 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.			✓
Coach and mentor learners to assist with training/ learning interventions appropriate to individual needs.				Assessor Qualification.			✓
Submit appropriate documentation to meet timescales set by National Training Programme rules.				Experience in the use of Word and Excel computer packages.		✓	

E = Essential Criteria D = Desirable Criteria

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Assist in the development and evaluation of the training course delivery to support continuous improvement.	Working knowledge of Vocational Qualifications. Effective communication skills – oral and written	✓ ✓	
Support participants throughout training journey, and feedback relevant information to Employability Officer. Contribute to networking meetings and events with partner agencies.	Ability to support and motivate clients in a training environment. Communicate appropriately with a wide range of clients	✓ ✓	
Collate and record data relating to requirements of national bid frameworks.	Work with minimal supervision on a day to day basis.	✓	
Contribute to the continuous improvement culture of the service by driving excellence in service delivery.	Ability to manage, monitor and review own performance. Innovative and developmental in approach to service delivery.	✓ ✓	
Provide caseload and work reports as requested on work achievements including analysis of outcomes	Ability to develop effective relationships with employers and those from other agencies.		✓
Assist the team in promoting the service to customers. Ability to travel extensively throughout Fife and work in a variety of locations is essential.	Ability to work as part of a team. Ability to prioritise own workload and that of a team.	✓ ✓	
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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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:
<ul style="list-style-type: none"> • 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:
<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results