JOB DESCRIPTION

JOB TITLE:	Employability Support & Development Officer
Location:	Aberdeen City Campus (Cross campus when required)
Salary:	Grade 5
Line Manager:	Employability & Partnership Manager
Responsible For:	N/A
Appraiser:	Employability & Partnership Manager

Main Function:

1. To support the effective recruitment and delivery of employability programmes and initiatives within NESCOL.

2. To provide employability support to individuals on a 1:2:1 basis or in small groups, enabling them to effectively participate, with the ultimate aim of them getting into work or an alternative positive destination.

3. To develop and maintain effective partnerships working with both internal partners and externally, including Council Services and partner agencies

4. To build and establish relationships with Employers in the community to support our programmes and to provide opportunities for our students to move onto

Main Duties – Generic

1. To implement College policies, particularly those relating to equality and diversity.

2. To implement Health and Safety security measures in accordance with statutory and College requirements.

3. To develop and maintain effective working relationships internally and with external partners.

4. To support effective quality assurance and quality improvement arrangements in the area of responsibility and constantly seek to identify and adopt best practice approaches.

5. To participate in team and Departmental meetings and provide regular reports on progress.

6. To participate in the college's staff performance review process and professional development arrangements.

7. To comply with the College Data Protection Policy when handling personal data in the course of employment, including personal data relating to any employee, worker, contractor, student, customer, client, supplier or agent of the College.

8. To comply with the College's IT Security Policy, Acceptable Use Policy and other relevant data policies and procedures including the Data Retention/Destruction Procedure.

Main Duties – Specific

1. To engage and support Students that require employability support across our various employability related programmes

2. To manage referrals and build a caseload of Students, meeting to complete individual action plans, review, monitor and evaluate progress during programme delivery

3. To develop and deliver sessions to facilitate one-to-one and group work based on needs of our students

4. To facilitate personal and social development and enhance employability skills through delivery of activities for skills development, achievement and accreditation

5. To develop a post-course evaluation process including collating Student's feedback and setting up a robust and effective destination tracking and monitoring system

6. To work in partnership as required with external partners including local authorities, 3rd sector agencies, SDS, DWP

7. To support the Community Learning Manager and Employability and Partnership manager in contributing to self-evaluation and quality improvement processes and furthering expanding the range of Employability provision NESCOL offers

8. To attend local careers and employability events to support recruitment and promotion of our programmes

9. To engage with Employers regularly to establish and maintain relationships to build up knowledge of local labour market opportunities and contribute to programme content e.g. mock interviews, site visits, guest speakers

Note

This list of duties is not intended to be exhaustive but simply highlights a number of the major tasks of the post. The postholder may be required to undertake additional duties which might reasonably be expected of him/her and which form part of the function of the post

PERSON SPECIFICATION

*(criteria marked * are desirable, all others are essential)*

KNOWLEDGE/SKILLS

1. Evidence of knowledge and understanding regarding the employability landscape and issues/barriers impacting on individuals
2. Excellent interpersonal and communication skills
3. Able to work on own initiative and without supervision
4. Team working skills
5. Good working knowledge of MS Office applications

EXPERIENCE/QUALIFICATIONS

1. Experience of supporting individuals within an employability setting
2. At least a NC/Highers/SQCF level 6 qualification or equivalent
3. Experience of working effectively without close supervision
4. Experience of building employer relationships *
5. Understanding of relevant policy and legislation *

PERSONAL QUALITIES

1. Self-motivated with a proactive attitude
2. Able to develop and maintain effective relationships with students
3. Committed to people development
4. Ability to motivate others
5. Ability to work on own initiative
6. Ability to build and maintain effective working relationship

ADDITIONAL REQUIREMENTS

1. Commitment to College values and equal opportunities
2. Able to travel between College campuses and community locations, as required to meet the needs of our Students/programmes
3. Ability to work flexibly to meet the demands of the post