# FALKIRK COUNCIL

make it happen
council of the future

## Job Profile

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| **Job Title:** | Employment and Training Co-Ordinator |
| **Reporting to:** | Principal Officer- Employment and Training |
| **Responsible for Line Management of:** | No Staff Reports |
| **Your Job is to:** | Co-ordinate, develop, deliver and evaluate a range of employment and training activities in a client management role for individuals on a range of programmes and initiatives in full compliance with the Councils aims and objectives and funding requirements. The ETU engages with individuals who are disadvantaged and excluded from participating in the labour market who require additional support to increase their skills and employability to assist them obtain, sustain and progress in employment |
| **Grade:** | H |

**What you will do :**

**Job Specific Tasks**

1. To develop and deliver a comprehensive and innovative range of quality employment and training activities to reflect the differing needs of local clients.
2. To contribute to the development and monitoring of the Councils policies, procedures and projects for supporting unemployed individuals to enter the labour market.
3. To take a lead in the development and implementation of new programme initiatives and employment related support measures. To develop and establish new opportunities for the Unit at a service, corporate and inter-agency level and maintain appropriate contacts with partners, lead bodies and training providers.
4. To work with clients identifying barriers and client needs including undertaking appropriate assessments to assist in the compilation of individual training and employability plans.
5. To work with clients to identify their potential employment aim and skill development needs leading to a tailored pathway of training, skills development and work experience.
6. To effectively provide advice, guidance and support to clients including appropriate sign-posting and referral, improving access to information and assist clients through the maze of decisions regarding training and employment opportunities, developing and managing participant training and employability plans within the policy framework agreed.
7. Assist in project plans, bid/tender preparation for external funding; Contribute to claims processes and performance management reports, accurately and on time to ensure maximum draw-down against contracts.

8. Contribute to the ongoing monitoring of National and European Training Programmes ensuring compliance with contractual obligations. Ensure compliance with all contractual obligations, technical and funding agreements whilst complying with Council policies and procedures, National/European Training programme requirements.
9. To represent the Employment and Training Unit and promote a positive image whilst marketing service delivery activities as appropriate to meet the agreed objectives of the Unit.
10. To ensure Health and safety policies, procedures, standards and records are adhered to and maintained in all aspects of the post- holder's activities.

**Job Demands**

1. You will be working in a mobile/flexible working environment.
2. You will be required to plan and organise your own workload.
3. You will be required to contribute to development of plans and strategies.
4. You will be required to work to deadlines.
5. You will be responsible for contributing to the development of policies and strategies.
6. You will process financial transactions such as invoices.
7. You will delegate and allocate work to others.
8. You will have excellent written and verbal communication skills.
9. You will have excellent communication skills and regularly advise, counsel, negotiate and persuade others.
10. You will assess the needs of service users.
11. You will be responsible for handling and processing information.
12. You will be responsible for moderately expensive equipment.
13. You must be mobile throughout the Council.
14. You will be required to use your own initiative.
15. You will be required to exercise sound professional judgement.
16. You will be required to maintain up to date knowledge of relevant legislation.
17. You will occasionally be required to work out-with normal office hours.
18. You will be required to maintain confidentiality at all times.
19. You will be required to work as part of a team.

## Person Profile

| Essential Education & Professional Qualifications & Memberships | Ideally you will have | How we assess this |
|---|---|---|
| • Excellent numeracy and literacy<br>• SVQ Level 3 in relevant or equivalent<br>• HNC in relevant or equivalent<br>• PDA Supported Employment or equivalent<br>• Basic disclosure check. | | Application Form<br>Interview<br>Qualification |
| **Essential Skills, Knowledge & Experience** | **Ideally you will have** | **How we assess this** |
| • Organisational skills<br>• Customer care skills<br>• Problem solving skills<br>• People management skills<br>• Attention to detail<br>• Relevant experience is required.<br>• Experience working as part of a team.<br>• Ability to organise competing demands.<br>• Experience working with adult care groups.<br>• Experience in data protection legislation.<br>• Experience following national guidelines.<br>• Experience building relationships with external agencies.<br>• Experience of working with a range of funded training programmes | • Coaching skills<br>• Mentoring skills<br>• Presentation skills<br>• Analytical skills<br>• Report writing skills<br>• Experience working with children and young people.<br>• Experience working in a Multi-disciplinary/partnership.<br>• Experience of working with individuals who have ASN/Disability/Learning Disability<br>• Knowledge and/or experience of MIS<br>• Experience of working with a range of assessment tools<br>• Gaelic language skills | Application Form<br>Interview<br>Qualification |
| **Falkirk Council Values & Behaviours** | | **How we assess this** |
| • Demonstrates behaviours which are consistent with Falkirk Council Values **(Responsive, Innovative, Trusted, Ambitious)** | | |