

<b>Job Title</b>	<b>Developing the Young Workforce Senior Schools Coordinator (Secondary)</b> <b>Salary: £30,300 pro rata per annum</b> <b>Full-time-Term Time Only- Fixed Term - Contract to March 2021</b> <b>Closing Date: 21st October</b> <b>Interview Date: 28th or 29th October</b> <b>2<sup>nd</sup> Stage Interview 4<sup>th</sup> November</b>
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<b>Post Holder</b>	<b>Vacant</b>
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<b>Accountable To</b>	<b>Developing the Young Workforce Industry Group Programme Manager</b>
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<b>Responsible For</b>	Supporting the Programme Manager to meet the objectives of the Developing the Young Workforce Industry Group (DYWIG) project.
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<b>Department</b>	<b>Borders Developing the Young Workforce Industry Group</b>
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<b>Overall Purpose of Job</b>
<p>To support the Programme Manager for the DYWIG to develop and implement a programme of employer engagement aimed at enhancing the curriculum as well as the wider Scottish Government Policy objectives such as delivering the Young Person Guarantee, contribute towards the achievement of the DYW Industry Group and drive forward the DYW Agenda in Scotland.</p>

<b>Main Duties and Responsibilities</b>
<p><u>Leadership</u></p> <ul style="list-style-type: none"> <li>• Manage a team of 4.5 FTE DYW School Coordinators, and support the network to create specialisms to develop and deliver to all schools</li> <li>• Develop a school DYW working group that supports the DYW objectives within the school and those included within the school improvement plan including direct reporting to the school's employer lead (DYW Board member)</li> <li>• Develop staff understanding of the CES, LMI and Data Hub, supported by SDS staff</li> </ul> <p><u>Monitoring and review</u></p> <ul style="list-style-type: none"> <li>• Manage all reporting of school activity and data associated with DYW (in relation to both National and local KPI's), while providing evidence of activity at key stages throughout the year</li> <li>• Increase the number of businesses working directly with the school to improve opportunities for young people</li> <li>• Undertake regular staff reviews and evaluation of programmes and activities associated with DYW</li> </ul>

# BORDERS COLLEGE

## JOB DESCRIPTION

### Partnerships and networks

- Liaise with the Senior Management Team and Principal Teachers to ensure strategic direction of the DYW agenda is reflected within the curriculum.
- Foster and establish partnerships with businesses, utilising the Regional Group, other learning providers e.g. Skills Development Scotland, colleges and third sector organisations.
- Better align the close partnership between the DYW School Coordinators and the DYW Industry Group
- Strong commercial awareness and a good understanding of the skills and education agenda for Scotland

### Focused Delivery

- Work alongside Teachers and SDS Careers Advisers, CLD etc, to ensure that employer offers are targeted at the pupils who would benefit most
- Support the utilisation of the SDS Data Hub to ensure employer engagement interactions are aligned and informed by pupils' preferred occupation, route and anticipated leave date
- Profile Labour Market Information to pupils to enhance knowledge and awareness of growth and demand sectors across the region
- Work with key local partners and stakeholders to provide industry led activity which will support pupils post school transition and engage with Youth Guarantee services
- Support wider ambition for Foundation Apprenticeships Level 4/5/6

### Personal and Professional Development

- Successfully progress through Borders College HR procedures, including (but not limited to) induction, probation, and annual staff reviews
- Identify and complete professional development and be responsible for identifying appropriate development for the programme team

**The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.**

Signed ..... Date .....  
(Staff Member)

Signed ..... Date .....  
(Line Manager)

## JOB DESCRIPTION

### PERSON SPECIFICATION

QUALIFICATIONS		Essential or Desirable
	<b>SCQF 9 level qualification in a business related discipline or have extensive relevant experience in industry or education</b>	E
	<b>Evidence of relevant CPD in Management and Leadership</b>	E

KNOWLEDGE		Essential or Desirable
	<b>Knowledge of Developing the Young Workforce Agenda</b>	E
	<b>Knowledge of the employment markets within the Borders</b>	E

EXPERIENCE		Essential or Desirable
	<b>A passion for playing a role in making a difference to the young people of the Borders</b>	E
	<b>Experience of development and management of staff</b>	E
	<b>Experience of effective contribution towards Project Management</b>	E
	<b>Experience of working in the private sector</b>	D
	<b>Experience/ track record in building and maintaining positive relationships</b>	E
	<b>Experience of operating in the learning and skills sector</b>	D
	<b>Strong commercial awareness and a good understanding of the skills and education agenda for Scotland</b>	E
	<b>Solutions oriented approach</b>	E

INTERPERSONAL SKILLS & ABILITIES		Essential or Desirable
	<b>Excellent interpersonal skills</b>	E
	<b>Ability to plan, organise and execute events/activities</b>	E
	<b>Sound organisational skills and ability to work under pressure and deliver to tight deadlines</b>	E
	<b>Demonstrate sound analytical and problem solving skills</b>	E
	<b>Proactive and customer focused approach</b>	E
	<b>Achieve real, demonstrable and sustainable results through delivery of challenging KPI's</b>	E

# **BORDERS COLLEGE**

## JOB DESCRIPTION

<b>Ability to identify gaps and opportunities, creating solutions and acting upon these in a proactive and engaging manner</b>	<b>E</b>
<b>Ability to demonstrate a professional and responsive approach in all forms of communication with internal and external stakeholders.</b>	<b>E</b>
<b>Evidence of achievement of business development targets and an ability to secure engagement</b>	<b>E</b>
<b>Ability to work independently and use own initiative</b>	<b>E</b>

<b>OTHER ABILITIES/QUALITIES</b>	<b>Essential or Desirable</b>
<b>Flexible approach to working hours</b>	<b>E</b>
<b>Ability to engage with a range of stakeholders and manage expectations when required</b>	<b>E</b>
<b>Sound ICT skills – updating of accurate customer engagement records utilising automated CRM systems and other information capture processes as required</b>	<b>E</b>
<b>Valid UK driving licence with regular access to a car</b>	<b>E</b>
<b>Willing to regularly travel within the region and occasionally travel nationally</b>	<b>E</b>