BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Business, Enterprise and Leadership Facilitator

Post Holder	

Accountable To	Business Manager – Creative, Enterprise, Technology and Essential Skills / Applied Construction and Engineering

Responsible For	The delivery of high-quality instruction, assessment, learner support, enterprise activities and project-based learning in Business, Enterprise, Innovation and related vocational programmes, whilst developing effective partnerships with employers and stakeholders.

Department	Creative, Enterprise, Technology and Essential Skills

Overall Purpose of Job

To provide high-quality instruction, assessment and learner support across Business, Enterprise, Innovation and related vocational programmes. The postholder will support learner achievement, progression and employability through practical, industry-informed learning experiences, work-based assessment and enterprise activities.

The role will contribute to the development and delivery of enterprise and innovation projects, actively engaging with employers, industry representatives, schools, community organisations and other stakeholders to promote entrepreneurship, business growth and innovation opportunities across the Scottish Borders.

The postholder will demonstrate the College values of **Respect, Responsibility and Being People-Centred**, placing learners, partners and communities at the heart of all activities and interactions.

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Main Duties and Responsibilities

CORE KEY ACCOUNTABILITIES:

1. Learner Recruitment, Induction and Support

- Promote and market Borders College provision to prospective learners, employers and stakeholders.
- Assist learners and employers with funding, enrolment and associated documentation.
- Deliver comprehensive learner inductions, ensuring participants understand programme requirements, expectations and available support services.
- Provide ongoing guidance, coaching and pastoral support to learners throughout their learning journey.
- Support learners to achieve positive outcomes, progression and employability goals.

2. Learning Delivery, Instruction and Assessment

- Deliver high-quality instruction, tutorials, workshops and vocational training activities.
- Engage in all aspects of the assessment cycle including planning, assessment, review and feedback.
- Deliver learning activities that develop business, enterprise, entrepreneurial, innovation and employability skills.
- Support learners undertaking qualifications, work-based learning and project activities.
- Maintain accurate learner records and assessment documentation in accordance with awarding body requirements.

3. Enterprise, Innovation and Project Delivery

- Develop and deliver enterprise and innovation activities that enhance learner experience and skills development.
- Coordinate learner participation in projects, competitions, business challenges and enterprise initiatives.
- Support learners to develop entrepreneurial thinking, business ideas and innovative solutions.
- Contribute to regional enterprise and innovation projects aligned to College and stakeholder priorities.
- Support project planning, implementation, monitoring and evaluation activities.

4. Employer, Customer and Stakeholder Engagement

- Develop productive relationships with employers, industry representatives, community organisations and public sector partners.
- Promote College services and opportunities to new and existing customers.
- Identify opportunities for collaborative projects, placements, mentoring and employer engagement activities.

- Attend networking events, employer forums and partnership meetings.
- Act as an ambassador for the College and its Business, Enterprise and Innovation provision.

5. Quality Assurance and Compliance

- Comply with internal quality assurance processes including standardisation, Internal Verification, audits and programme reviews.
- Participate in external quality assurance activities, including awarding body verification and audits.
- Monitor learner progress and programme performance against agreed quality standards.
- Ensure compliance with awarding body requirements and College policies.
- Contribute to continuous improvement activities and quality enhancement planning.

6. Professional Practice and Team Contribution

- Attend and contribute to team meetings, planning activities and cross-college initiatives.
- Share knowledge, expertise and best practice with colleagues.
- Work collaboratively with staff across the College to support organisational objectives.
- Maintain professional standards and uphold the College values of Respect, Responsibility and Being People-Centred.
- Adopt flexible working practices to meet the changing needs of learners and the College.

7. Health, Safety and Corporate Responsibilities

- Promote and comply with Health and Safety, Equality, Diversity and Inclusion, Safeguarding, Prevent and Data Protection requirements.
- Ensure safe, inclusive and supportive learning environments for learners, staff and visitors.
- Comply with all College policies, procedures and professional standards.
- Conduct all activities in accordance with the College's values and behavioural framework.
- Support a culture of respect, wellbeing and accountability.

8. Planning, Performance and Professional Development

- Contribute to the achievement of agreed targets, milestones and performance measures.
- Complete required reports and management information returns as directed.
- Maintain accurate and up-to-date Continuous Professional Development (CPD) records.
- Engage in professional learning to maintain vocational currency and sector expertise.

- Keep abreast of developments in business, enterprise, innovation, education and industry practice.

You may also be required to:

1. Internal Verification

Undertake duties as an Internal Verifier in line with College policies, procedures and awarding body requirements within an area of occupational competence.

- Participate in standardisation and quality assurance activities.
- Support consistency and reliability of assessment practice across programmes.

2. Recruitment, Marketing and Partnership Activities

Support the work of the Portfolio Area in relation to recruitment, marketing and resourcing.

- Participate in open days, information events, school liaison activities and learner recruitment initiatives.
- Contribute to the promotion and development of curriculum provision.
- Support engagement with employers, industry representatives and community stakeholders to enhance curriculum relevance and learner opportunities.

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

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

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

PERSON SPECIFICATION

QUALIFICATIONS	**Essential or Desirable**
Relevant qualification in Business, Enterprise, Management, Innovation or related discipline at SCQF Level 9 or above (or equivalent experience)	E
Accredited Assessor Qualification	D
Accredited Internal Verification Qualification	D
Professional qualification related to Business, Enterprise or Leadership	D

KNOWLEDGE	**Essential or Desirable**
Knowledge of contemporary industry practices and developments relevant to vocational education, training and workforce skills development	E
Understanding of vocational learning, training, assessment and learner support methodologies	E
Knowledge of project planning, enterprise, innovation and employability development activities	E
Understanding of employer engagement, partnership working and stakeholder relationship management	E

EXPERIENCE	**Essential or Desirable**
Experience of delivering training, instruction, assessment, coaching or learner support within an educational, vocational or workplace environment	E
Experience of working within industry, commerce, engineering, business, technical or professional environments	E
Experience of developing and delivering projects, events or initiatives involving learners, employers or external partners	E
Experience of supporting learner achievement, progression and positive outcomes	E

INTERPERSONAL SKILLS & ABILITIES	**Essential or Desirable**
Excellent verbal and written communication skills with the ability to engage effectively with learners, employers and stakeholders	E
Ability to motivate, support and develop learners to achieve their full potential	E
Strong relationship-building and networking skills, with the ability to establish productive partnerships	E
Ability to work collaboratively and professionally, demonstrating the College values of Respect, Responsibility and Being People-Centred	E

OTHER SKILLS		Essential or Desirable
Strong organisational, planning and workload management skills, with the ability to meet deadlines and achieve agreed objectives		E
Excellent ICT and digital skills, including the effective use of learning technologies, digital systems and management information systems		E
Ability to work independently, use initiative and respond flexibly to changing priorities and organisational needs		E
Ability to contribute to enterprise, innovation, continuous improvement and project-based activities		E

PERSONAL ATTRIBUTES AND VALUES		Essential or Desirable
Demonstrates a commitment to the College values of Respect, Responsibility and Being People-Centred		E
Demonstrates professionalism, integrity and accountability in all aspects of work		E
Committed to equality, diversity, inclusion, safeguarding and learner wellbeing		E
Committed to continuous professional development and maintaining vocational and industry currency		E