

# **BORDERS COLLEGE**

## JOB DESCRIPTION

<b>Job Title</b>	<b>Developing the Young Workforce School Coordinator (Secondary)</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>
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<b>Main Duties and Responsibilities</b>	<p><u>Pupil Focused Delivery</u></p> <ul style="list-style-type: none"> <li>• Work alongside the DYW regional group to ensure that support is facilitated directly with pupils in group settings or one to one</li> <li>• Work alongside Teachers and SDS staff, to ensure that employer offers are targeted at the pupils who would benefit most ensuring they have access to meaningful volunteering, employment and training opportunities in line with the Young Person Guarantee</li> <li>• Ensure that DYW is appropriately highlighted and embedded across each stage of the curriculum in the senior phase</li> <li>• Utilise the SDS Data Hub to ensure employer engagement interactions are aligned and informed by pupils' preferred occupation, route and anticipated leave date</li> <li>• Profile Labour Market Information to pupils to enhance knowledge and awareness of growth and demand sectors across the region</li> <li>• 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</li> <li>• Support wider ambition for Foundation Apprenticeships Level 4/5/6</li> </ul> <p><u>Partnerships and networks</u></p> <ul style="list-style-type: none"> <li>• Support teaching staff to deliver meaningful industry relevant experiences and qualifications, whilst creating school/employer partnerships</li> <li>• Liaise with relevant staff to support Work Experience by sourcing placements</li> <li>• Adopt a partnership approach through school, SDS staff, CLD etc to provide targeted and co-ordinated support to young people who need it the most</li> <li>• Promote wider programmes through Marketplace and opportunities within the wider school community i.e. pupils, teachers, parents/carers</li> </ul>
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### Monitoring and review

- Complete all reporting of school activity and data associated with DYW National and local KPI's, while providing evidence of activity at key stages throughout the year
- Increasing participation across the whole school in work inspiration and work experience activity with particular reference to those furthest away from the labour market
- Undertake regular review and evaluation of programmes and activities associated with DYW

### Leadership

- Actively contribute to a school DYW working group that supports the DYW objectives within the school and those included within the school improvement plan
- Be the lead in engaging with Marketplace, Founders4Schools and E-DYW to optimise the opportunities available to learners, young people and educators
- Work as a part of a DYW Coordinators network to create specialisms to develop and deliver to all schools
- Develop understanding of the CES, LMI and Data Hub, supported by SDS staff

### 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)

**PERSON SPECIFICATION**

<b>QUALIFICATIONS</b>		<b>Essential or Desirable</b>
	<b>SCQF level 8 qualification or have extensive relevant experience in industry</b>	<b>E</b>
	<b>Evidence of relevant CPD</b>	<b>E</b>

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

<b>EXPERIENCE</b>		<b>Essential or Desirable</b>
	<b>An understanding of barriers facing young people in accessing opportunities</b>	<b>E</b>
	<b>Experience of working with young people, taking a person-centred approach</b>	<b>E</b>
	<b>A passion for playing a role in making a difference to the young people of the Borders</b>	<b>E</b>
	<b>Experience of effective contribution towards Project Management</b>	<b>E</b>
	<b>Experience of effective contribution within a team</b>	<b>E</b>
	<b>Experience of working in the private sector</b>	<b>D</b>
	<b>Experience/ track record in building and maintaining positive relationships</b>	<b>E</b>
	<b>Experience of operating in the learning and skills sector</b>	<b>D</b>
	<b>Solutions oriented approach</b>	<b>E</b>

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INTERPERSONAL SKILLS & ABILITIES		Essential or Desirable
	Ability to build rapport and engage with young people	E
	Knowledge of the Scottish education system.	E
	Excellent interpersonal skills	E
	Ability to plan, organise and execute events/activities	E
	Sound organisational skills and ability to work under pressure and deliver to tight deadlines	E
	Demonstrate sound analytical and problem solving skills	E
	Proactive and customer focused approach	E
	Achieve real, demonstrable and sustainable results through delivery of challenging KPI's	E
	Ability to identify gaps and opportunities, creating solutions and acting upon these in a proactive and engaging manner	E
	Ability to demonstrate a professional and responsive approach in all forms of communication with internal and external stakeholders.	E
	Ability to work independently and use own initiative	E

OTHER ABILITIES/QUALITIES		Essential or Desirable
	Sound ICT skills – updating of accurate customer engagement records utilising automated CRM systems and other information capture processes as required	E
	Valid UK driving licence with regular access to a car	E
	Willing to regularly travel within the region and occasionally travel nationally	E