

**Edinburgh Chamber of Commerce  
(Developing the Young Workforce Group)****Job Description****Developing the Young Workforce Senior Project Officer**

**Contract: 35 hours per week, Monday to Friday. Fixed Term Contract to March 31<sup>st</sup> 2022\***

**The Role:**

The Senior Project Officer will report to the DYW Programme Operations Manager and is responsible for supporting the delivery of a programme of work to effect real change around youth opportunities and greater employer engagement in this process. The main focus will be to support the delivery of an employer-led programme of work, through a small team hosted by The Edinburgh Chamber of Commerce and supported by the Regional Board and Working Groups to achieve the KPIs and outputs agreed with Scottish Government. This is an externally facing and potentially high profile role within the business and education community, working in partnership with a wide range of stakeholders.

As the Senior Project Officer you will be responsible for managing a team of school-based DYW Coordinators. You will manage performance and delivery of KPIs aligned to these roles which involves developing and implementing a programme of employer engagement aimed at enhancing the curriculum and increasing pupils' career awareness and skills development through pupil-focused delivery, partnerships and networks and monitoring and review.

The role also involves engagement with a range of stakeholders, mainly:

- Employers in collaboration with local engagement structures to: create, capture and promote opportunities for education and industry to connect, support inclusive recruitment practice, promote development of good employer vocational routes into employment and build trusted and productive relationships.
- Education, mainly the senior leadership teams in schools and local authorities, to support the delivery of DYW Partnership Agreements and Industry and Education Partnerships.
- Skills Development Scotland, to ensure complementary delivery of services

Possessing excellent communication skills and demonstrating competence in leading people to deliver impact and dealing with businesses and people at all levels up to the highest senior management, the Senior Project Officer will support all aspects of the programme.

**Responsible to:**

The Senior Project Officer is responsible to the DYW Programme Operations Manager.

**Responsible for:**

A team of school-based DYW Coordinators.

### **Overall Purpose of the Post:**

- Manage the school-based DYW Coordinators across several groups of schools: You will be responsible for leading their work towards established KPIs. You will lead, monitor and ensure:
  - DYW Coordinators pupil-focused engagement is delivered to a high standard, collaborative, reflective of the labour market and relevant frameworks for delivery.
  - Partnerships and networks are proactive, delivering impact and added value for all involved.
  - KPIs are tracked using relevant tools, using analysis to identify opportunities and challenges and creating and supporting delivery of plans to highlight and overcome these.
  - Strategic partnerships between employers and education are delivering results relevant to all stakeholders. This includes leading Influence Partnership Groups which take a strategic approach to embedding DYW in the curriculum.
  - Management of a portfolio of subcontract-managed school-based DYW Coordinators where relevant, is done so to contract standards.
- Manage engagement with larger employers and partners to ensure a pipeline of opportunities are available:
  - Capture and promote insight, skills, events and recruitment opportunities
  - Support and shape inclusive recruitment practice
  - Promote development of good employer vocational routes into employment
  - Build trusted and productive relationships
- Manage project delivery regionally. The DYW Development Fund and our wider work creates opportunities for us to deliver project activity. The Senior Project Officer will be responsible for supporting the delivery of outputs from the Development Fund and wider activity.
- Supporting the management of events, marketing and communications.
- Manage partnership work with the college, third sector providers and wider partners operating in the DYW space.

### **Duties include:**

- Leadership and Management of a team of school-based DYW Coordinators
- Liaison with key stakeholders to deliver the DYW message, support services, projects and brand activities for DYW Edinburgh, Midlothian and East Lothian. This includes meeting with businesses and working with partners to ensure no duplication of activity. Presentations to a variety of audiences is involved.
- Supporting delivery of The Youth Guarantee.
- Recording interactions to ensure validity in reporting for KPIs and impact. Gathering case studies that contribute to qualitative impact evaluation, communication and marketing for DYW.
- To cover duties of other team members, where required, during periods of holidays and sickness.
- Any other duties as appropriate to the post and changes to grant funding requirements.

**The role is based in central Edinburgh with travel throughout the City, East Lothian and Midlothian. A full driving license and use of a car for business purposes is desirable. Flexibility to respond to the needs of our stakeholders will require work on evenings and some weekends for events.**

The role is classed as 'Regulated Work': a Protection of Vulnerable Groups (Scotland) membership is required (application to the scheme made by the Chamber of Commerce upon conditional offer of the post).

**\*The Role is Full Time, Fixed Term until March 31<sup>st</sup> 2022 pending grant funding agreement on a yearly basis.**

All of the responsibilities and duties are to be carried out according to the Edinburgh Chamber of Commerce's standards, policies and procedures.

***This job description is open to review at any time and was last revised in July 2021.***

## Edinburgh Chamber of Commerce

### Person Specification: DYW Senior Project Officer

	Essential	Desirable
<b>Skills, ability, knowledge</b>		
Proven record of project delivery and management associated to education and/or employability.	✓	
Awareness and understanding of current DYW legislation and priorities	✓	
Ability to lead and line manage a team towards KPIs whilst working with multiple stakeholders and partners.	✓	
Excellent verbal and written communication skills with attention to detail and accuracy, including presentation delivery to a variety of audiences.	✓	
A proven competence in engaging and working effectively with a wide variety of businesses at various levels.	✓	
Ability to work with key staff to develop relationships with a wide variety of colleagues and stakeholders.	✓	
Outstanding interpersonal skills with presentation that represents the company image.	✓	
Competent knowledge and use of IT/computer skills and database management.	✓	
Ability to manage and prioritise own workload, working as part of a team to ensure delivery of KPIs	✓	
Knowledge and understanding of Broad General Education/Senior Phase curriculum offer and delivery.		✓
Knowledge and understanding of vocational training including the Apprenticeship frameworks (foundation, modern and graduate)		✓
Knowledge of post school transitions and pathways for young people		✓
An understanding of the Edinburgh, Midlothian and East Lothian Business community.		✓
<b>Personal Qualities</b>		
Innovative with the ability to use initiative.	✓	
Highly driven, enthusiastic and motivated.	✓	
Effective communication and interpersonal skills with the ability to develop and manage relationships with stakeholders at various levels.	✓	
Self-motivated to deliver agreed project outcomes.	✓	
Keen networker to enhance industry commitment and involvement in DYW.	✓	
<b>Qualifications/Experience</b>		
Demonstrable experience of engaging with employers/education/young people or employability experience.	✓	
Experience of working with a broad range of stakeholders.	✓	
Full UK driving license and access to a vehicle		✓