

Job Description

Position: Employability Project Manager
Responsible to: Learning and Development Manager

Purpose of the Job

- To manage and develop employability projects which support trainees to move along the employability pipeline and to meet funder targets
- To be a key leader in the Training Academy team, building positive working relationships within Space and externally

Key Duties

- Manage and develop employability projects supporting young people age 16-24 and other target groups who have barriers to employment
- Line manage employability project staff including providing individual support, hosting team meetings and looking for training/development opportunities
- Be a role model for all staff and stakeholders, showing optimistic, determined and positive leadership
- Collaborate with project staff, trainees and volunteers to ensure course contents are of a high quality, kept relative to the needs of the participants, are enjoyable, are delivered effectively and are impactful
- Deliver 1:1 employability support to trainees, creating personalised action plans
- Regularly evaluate trainee progress using key measurable to demonstrate the impact of the projects to funders and create quarterly reports
- Stay abreast of job, work placement, further education and training opportunities in external organisations and sectors of interest
- Source and commission suppliers to deliver training sessions where specialised knowledge and/or skills are required
- Promote projects through a range of means to raise awareness and attract referrals
- Ensure accurate records are kept for each trainee in funder and internal databases
- Assist staff to recruit, train and support project volunteers
- Carry out risk assessments to ensure the safety of all trainees
- Coordinate with other Space projects to scope out additional opportunities for trainees

Team Work and Behaviours

- Effectively communicate, engage and inspire staff across the projects, and foster collaboration and team work throughout the organisation
- Work to Space and sector legislative, ethical, policy and procedural requirements

- Understand the requirement for confidentiality in our work
- Care for the work environment to promote effective and harmonious working
- Nurture a culture of kindness; upholding the integrity of Space and living our values – welcoming, fun, creative, bold and trustworthy.
- Continuously monitor your area of responsibility and identify areas for improvement and organisational learning.
- Undertake relevant Continuing Professional Development and training

Line Management

- Line management employability project staff, providing regular check-in meetings and support and supervision
- Report to the Learning & Development Manager, taking part in regular support & supervision

PERSON SPECIFICATION

Essential criteria for the role
A minimum of 3 years’ experience in a people management role demonstrating strong leadership skills and a passion for supporting development
A flexible management style with the ability to challenge as appropriate and to give and receive constructive feedback
A recognised professional qualification in community education, careers guidance, training, or another subject relevant to this role
Experience of delivering against targets and preparing reports to show outcomes
Experience of managing outcome-focused training/employability projects
Knowledge of the way voluntary and statutory agencies are organised and some experience of working in, or in partnership with, these types of organisations
A sound understanding of the needs and challenges faced by people with multiple barriers to employment
Knowledge of the employability sector in Edinburgh
Ability to manage multiple tasks and prioritise workload with minimal supervision
Confidence in the use of Microsoft packages – Word, Excel, Outlook, Powerpoint, Teams
Ability to record, monitor and evaluate training
Excellent English communications skills – listening, writing and speaking
A can do attitude, adaptable and ready to take on new challenges
Excellent interpersonal skills and confidence to naturally form relationships with a range of people of all ages and walks of life
Be prepared to live our values and nurture a culture of compassion and kindness