

Edinburgh Chamber of Commerce
Developing the Young Workforce Regional Group (DYW)

Job Description
Developing the Young Workforce School Coordinator (Secondary)

Contract: Full time 35 hours per week, Monday to Friday. Fixed Term Contract to March 31st 2026*.
School Term Time Only.

Salary: £32,977.10 per annum

Developing the Young Workforce are employer-led and it is our priority to make it easier for employers to connect with young people in schools and colleges across Scotland. It's a team effort to support young people to prepare for the world of work. Through DYW, employers can provide inspirational opportunities for young people to help them understand and develop the skills they need to succeed.

The Role:

The main role of a DYW School Coordinator will be to support senior leaders in the school to embed the Developing the Young Workforce Strategy and other employer offers within the curriculum, focussing on local market intelligence and growth & demand sectors. They will develop a structure for employer engagement which reflects the school's demographic, regional and local DYW plans and maintain a robust network of partners within the local business community. In doing so, they support school leadership teams in fulfilling national priorities around employability and enterprise, Career Education Standard and Work Placement Standard.

By paying close attention to local and national employment data and fostering good relationships, DYW School Coordinators identify opportunities for collaborative working focussed on better outcomes for young people.

Responsible to:

The DYW School Coordinator is responsible to the DYW Board. Direct line management is with a Programme Delivery Manager within the DYW Executive Team.

Responsible for:

No line management responsibility.

Overall Purpose of the Post:

The focus of the role is to develop and implement a programme of employer engagement aimed at enhancing the curriculum and increasing pupils' career awareness and skills development in order to support a positive and sustained destination beyond school.

Employer Engagement

- Work alongside the regional DYW group to ensure that support is targeted at groups aligned to DYW KPIs.
- Work alongside Teachers, SDS Careers Advisor, MCR Pathways Coordinators (where applicable) and wider relevant partners to ensure that employer offers are targeted at the pupils who would benefit most.
- Work with key local partners and stakeholders to provide industry-led activity which will support pupils post-school transition and raise awareness of wider employability services.

- Ensure that DYW is appropriately highlighted and embedded across each stage of the curriculum in the senior phase and broad general education, supporting key transitions.
- Utilise available data to ensure employer engagement interactions are aligned and informed by pupils' preferred occupation, route and anticipated leave date whilst working to support an enhanced awareness of the current and emerging labour market growth and demand sectors across the region and nationally.
- Foster and establish partnerships with businesses, other learning providers e.g. colleges and third sector organisations that can enhance and impact on curriculum delivery and design.
- Increase the number of businesses working directly with the school to improve opportunities for young people.

Partnerships and networks

- Liaise with the Senior Leadership Team, Curriculum Leads and other relevant staff to ensure strategic direction of the DYW agenda is reflected within the curriculum.
- Support teaching staff by identifying meaningful industry relevant experiences and qualifications by facilitating appropriate and relevant partnerships.
- Liaise with relevant staff who deliver work-based learning, for example Foundation Apprenticeships (Level 4/5/6) and Career Ready Programmes, to enhance employer involvement.
- Support the delivery of all DYW and wider programmes to promote opportunities within the wider school community i.e. pupils, teachers, parents/carers.
- Work with partners to support the embedding of the Career Education Standard, Work Placement Standard and enterprise activities.

Monitoring and review

- Reporting of school & employer activity and data associated with DYW, while providing evidence of activity at key stages throughout the year.
- Work in partnership to increase 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

- Lead on delivering the KPIs set out by the funding aligned to the DYW School Coordinator role.
- Develop 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, E-DYW and wider platforms to optimise the opportunities available to young people and educators and manage arrangements to enable these opportunities.
- Work as a part of a DYW Coordinators network and the DYW Regional Team to support the development of projects & resources.

The role also includes any other duties as appropriate to the post and changes to grant funding requirements.

The role is multi-school, based in Edinburgh with travel throughout the City required. Flexibility to respond to the needs of our stakeholders may require work on evenings and some weekends for events.

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

*The Role is hybrid working, based on site at school and from home, with the possibility to also work from the Chamber of Commerce. Full Time, fixed term until March 31st 2026 with a view to extend until June 26th 2026 pending grant funding agreement.

The role is school term time only based on the local authority school term dates.

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

Edinburgh Chamber of Commerce
Person Specification: DYW School Coordinator

| | Essential | Desirable |
|---|-----------|-----------|
| Skills, ability, knowledge | | |
| A track record of project delivery and experience aligned to education and/or employability. | ✓ | |
| Excellent verbal and written communication skills with attention to detail and accuracy, including presentation delivery to a variety of audiences. | ✓ | |
| The ability to engage with employers and the business community. | ✓ | |
| Ability to work with key staff to build and develop relationships with a wide variety of colleagues and stakeholders. | ✓ | |
| 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. | ✓ | |
| Awareness of current DYW policies and priorities, including Career Education Standard. | | ✓ |
| Knowledge and understanding of Broad General Education/Senior Phase curriculum offer and delivery. | | ✓ |
| Knowledge of the apprenticeship landscape and employment climate. | | ✓ |
| Knowledge of post school transitions for young people, including those with additional support needs. | | ✓ |
| Personal Qualities | | |
| Strong verbal and written communication and interpersonal skills. | ✓ | |
| Relationship and stakeholder management (these will include young people, education and industry partners). | ✓ | |
| Innovative with the ability to use initiative. | ✓ | |
| Enthusiastic and flexible with a 'can do' attitude. | ✓ | |
| Keen networker. | ✓ | |
| Qualifications/Experience | | |
| Proven track record of working with employers/education/young people or employability experience. | ✓ | |
| Experience of working with a broad range of stakeholders. | ✓ | |
| Full UK driving licence and access to a vehicle. | | ✓ |
| Experience of working with young people with additional support needs. | | ✓ |

