

Job Title	Developing the Young Workforce Industry Group Programme Officer
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Post Holder	Vacant
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Accountable To	Developing the Young Workforce Industry Group Programme Manager
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Responsible For	Supporting the Programme Manager to meet the objectives of the Developing the Young Workforce Industry Group (DYWIG)
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Department	Borders Developing the Young Workforce Industry Group
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Overall Purpose of Job
To support the Programme Manager for the DYWIG programme through coordination and scheduling of the programme activities which contribute towards the achievement of the DYW Industry Group objectives

Main Duties and Responsibilities
<p>1. Strategic planning</p> <ul style="list-style-type: none"> • To carry out the actions required to meet the aims and objectives of the Borders Developing the Young Workforce (DYW) programme as directed by the Programme Manager • To be proactive in expanding and strengthening public, private and third sector relationships by adopting a range of customer engagement strategies. • Develop effective working relationships with key stakeholders and partners to create a culture of collaboration, ensuring employers and partners are advised of the opportunities to engage with educational partners to support youth employment and career education. • Undertake research activities with DYW Borders stakeholders to ensure employers/ industries with skills demands are prioritised to ensure job opportunities and access to up to date labour market information are maximised for young people. • To contribute to the creation of a Sustainability Plan that will enable the DYW aims to be maintained and further developed beyond the term of the funded project

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2. Leadership, development and improvement of organisational efficiency

- To plan and organise a schedule of activities which contribute towards the aims and objectives of the DYW programme as directed by the Programme Manager
- To liaise with the Programme Manager on allocation of duties to the Communication Officer
- To contribute to reports which advise the Borders DYWIG Board on the progress of the identified KPIs and update the targets when appropriate
- To contribute towards monitoring and providing actions to reduce any potential risks to the achievement of the targets in the DYW programme plan
- Work in conjunction with Borders College finance staff to ensure the timely and accurate collection of financial information for claims
- To maintain effective working relationships with employers, schools and the college and attend appropriate meetings
- Ability to work independently and use own initiative
- Achieve real, demonstrable and sustainable results
- Support in developing strategic partnerships between employers and schools.
- Strong commercial awareness and a good understanding of the skills and education agenda for Scotland
- Maintain accurate customer engagement records utilising automated CRM systems and other information capture processes as required.

3. 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

QUALIFICATIONS		Essential or Desirable
	<ul style="list-style-type: none"> Higher National Diploma level qualification in business related discipline or have extensive relevant experience in the field 	D
	Evidence of relevant CPD	E

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

EXPERIENCE		Essential or Desirable
	Experience of effective contribution towards Project Management	E
	Experience of effective contribution within a team	E
	Experience of working in the private sector	D
	Experience/ track record in building and maintaining positive relationships including managing challenging relationships	E
	Experience of operating in the learning and skills sector	D
	Solutions oriented approach	E

INTERPERSONAL SKILLS & ABILITIES		Essential or Desirable
	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
	Experience of delivering 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	

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approach in all forms of communication with internal and external stakeholders.	E
Evidence of achievement of business development targets and an ability to secure engagement	E
Ability to work independently and use own initiative	E

OTHER ABILITIES/QUALITIES	Essential or Desirable
Flexible approach to working hours	E
Ability to engage with a range of stakeholders and manage expectations when required	E
Sound ICT skills including the use of social media platforms	E
A passion for playing a role in making a difference to the young people of the Borders	E
Valid UK driving licence with regular access to a car	E
Willing to regularly travel within the region and occasionally travel nationally	E