**Job Description**

**Employability and Progression Officer**

**Role Profile** Specialist BCP Band G

**Service/Team** Skills and Learning Adult Community Education, Education and Skills

**Reports to** Curriculum Manager – Business Development and Engagement

**Responsible for**

**Number of posts** 1

**Post number**

**Career Grade** No

**My job improves the quality of life for the people of Dorset, Bournemouth Christchurch and Poole by providing employability skills training and information advice and guidance to Skills & Learning Adult Community Education learners and prospective learners identified through partnership working with external organisations, assisting them in improving their skills and making the right next steps choices.**

**Job Overview**

Develop, plan, coordinate and deliver a quality employability programme for the Dorset wide Skills & Learning Adult Community Education service, aligned with the service business plan, council priorities and Local Enterprise Partnership skills plan, to prepare learners for choices and transitions in employment, education and training including working with internal and external partners to provide the best opportunities for learners to fulfil their learning and employment potential and secure their ultimate destination and goals.

**Key Responsibilities**

* Design, co-ordinate and deliver a robust, engaging, inspiring and progressive employability skills programme and support to learners and potential learners
* Source, train, lead, allocate work to, coach and supervise staff to oversee the co-ordinated delivery of the employability skills programme and interventions, including with external partners (e.g. Job Centre Plus)
* Fully embed best practice in information, advice and guidance (IAG) within the Service to ensure all learners, including those with subcontractors, receive high quality IAG in relation to their wider skills, long term goals, employment and aspirations.
* Ensure staff and learners are well supported by up-to-date information and resources including a well-structured employability skills toolkit for use across the service with up-to-date information about progression and employment opportunities.
* Develop and maintain positive, productive relationships with current and new partners and external agencies e.g. Employers, other training and Careers Education Information Advice & Guidance (CEIAG) providers, Department for Work & Pensions (DWP), Job Centre Plus (JCP), National Careers Service, Careers Enterprise Company, employment access teams, voluntary and community sector to ensure the Service is always up to date, to make recommendations to managers about gaps in provision and to maximise work experience, employment and volunteering opportunities for learners.
* Take responsibility, under the guidance of the Curriculum Manager, for the quality of teaching and learning and associated resources in the designated curriculum area.
* Keep up-to-date with national curriculum trends and developments, community plans and local issues and work with the Curriculum Manager to ensure that the employability programme area reflects these trends and developments, supporting teaching and learning staff to embed changes in their own practice.
* Ensure the employability provision is always Ofsted and Matrix ready by aligning the offer with the National Careers Strategy, local and national benchmarks and the Ofsted framework; using appropriate evaluation processes, maintaining and analysing data, providing recommendations to managers and working with colleagues across the service.
* Adhere to legal responsibilities, Council and Skills & Learning guidelines for example in response to customer feedback and emergency situations and undertake such other duties as may be required from time to time commensurate with the level of the post.
* Prepare and quality check course information sheets and other course information as required for the Employability programme area to ensure the pre course information accurately informs learner choice.
* Take responsibility as required by the Curriculum Manager for internal verification, moderation and exam procedures and ensure they meet Service standards and awarding body requirements.

**Specific Qualifications and Experience**

* Qualified to Level 4 in post-related discipline or significant relevant experience
* Minimum of Level 3 Award in Education and Training (RQF) or Level 3 Certificate in Advice and Guidance (RQF or NVQ) or equivalent
* Minimum of Level 2 qualifications in English and maths
* Experience of working with a wide range of adults with varying levels/ranges of abilities including SEND learners
* Experience of planning, coordinating and launching campaigns and events
* Experience of helping adults to overcome barriers to secure and sustain employment
* Confident in the use of IT to communicate, monitor and record eg. Microsoft Word, Excel, Outlook and databases
* Experience of effectively working independently and as part of a team.

**Personal Qualities & Attributes**

* Highly developed interpersonal skills including collaboration, facilitation and negotiation to influence at all levels
* Excellent written and verbal communication skills including report writing, presentation skills and the ability to optimise communication methods to meet the needs of a diverse client group
* Excellent organisational skills, including planning and record keeping to meet deadlines and targets
* Awareness of strengths and areas for development in own practice and positive attitude towards ongoing personal and professional development
* Highly motivated, reliable and a good problem solver
* Able to demonstrate a positive response to change and to being open to new ideas and ways of working

**Job Requirements**

* Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car
* Positive DBS check
* Flexible approach to working hours