**Edinburgh Chamber of Commerce**

**(Regional Developing the Young Workforce Group)**

**Job Description**

**DYW Project Based Graduate Intern**

**3 Month Fixed term Contract**

**The Role:**

The graduate intern will report to the DYW Programme Manager and Partnership Group. The main focus will be the delivery of a short project funded through the DYW development fund. The graduate intern will work with and be supported by a small team hosted by The Edinburgh Chamber of Commerce. The team is supported by the DYW Regional Board and Working Group to achieve the KPIs and outputs agreed with the National Group and Scottish Government.

Possessing excellent research, communication and organisational skills and demonstrating competence in dealing with output based activity; the role is required to identify, define and produce resources for influencers demonstrating pathways in education to vocational learning and achievement. Creating a plan of how the resources will be communicated to influencers and embedded in current toolkits for the region.

The graduate intern will be responsible for monitoring a small budget and spend in line with the project scope.

Responsible to:

The Graduate Intern is responsible to the DYW Programme Manager

Responsible for:

No Line Management responsibility

**Overall Purpose of the Post:**

* Identify current vocational pathways available at local and regional level for young people in school (Edinburgh, Midlothian and East Lothian)
* Define and produce relevant resources for influencers (parents/carers/teachers) demonstrating positive vocational pathways in education
* Create a plan of how the resources will be communicated, identifying partnership support, next steps and an ongoing maintenance plan

Main Duties:

* Research and identify current vocational pathways
* Research and identify pathways activity underway with national agencies, SCQF, SQA, SDS
* Research and identify best practice and available resources and toolkits for influencers
* Define the best approach to presenting vocational pathways to the audience
* Produce relevant resources for influencers
* Monitor and manage a small project budget
* Compile information for written reports
* Liaise with key partner organisations
* Any other duties as appropriate to the post.

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 August 2016.***

Edinburgh Chamber of Commerce

**Person Specification: DYW Project Based Graduate Intern**

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| --- | --- | --- |
|  | Essential | Desirable |
| **Skills, ability, knowledge** |  |  |
| Excellent verbal and written communication skills with attention to detail and accuracy. | ✓ |  |
| 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 | ✓ |  |
| Ability to manage own workload, working as part of a team | ✓ |  |
| Knowledge of budgeting, forecasting and monthly reporting. |  | ✓ |
| Knowledge and Understanding of vocational training including Modern Apprenticeship framework/Foundation Apprenticeships | ✓ |  |
| Knowledge of local employment climate – particularly young people |  | ✓ |
| **Personal Qualities** |  |  |
| Innovative with the ability to use initiative. | ✓ |  |
| Highly driven, enthusiastic and motivated. | ✓ |  |
| Strong communication and interpersonal skills with the ability to develop relationships and communicate at all levels. | ✓ |  |
| Keen networker. | ✓ |  |
| Enthusiastic and flexible with a ‘can do’ attitude. | ✓ |  |
| **Qualifications/Experience** |  |  |
| Experience of working or volunteering in education and employability | ✓ |  |
| Degree level or post graduate level qualification in Education, Careers Guidance or related discipline | ✓ |  |
| Outstanding interpersonal skills with presentation that represents the company image. | ✓ |  |
| Competent knowledge and use of IT/computer skills and database management. | ✓ |  |
| Ability to manage own workload, working as part of a team ensuring delivery of team targets. | ✓ |  |