**Edinburgh Chamber of Commerce**

**(Developing the Young Workforce Group)**

**Job Description**

**Developing the Young Workforce Project Officer**

**The Role:**

The Project Officer will report to the DYW ‘Board’ and is responsible for supporting the delivery of a programme of work to effect real change around youth opportunities and greater employer engagement in this process. The main focus will be to support the delivery an employer led programme of work, through a small team hosted by The Edinburgh Chamber of Commerce and supported by the Regional Board and Working Group to achieve the KPIs and outputs agreed with the National Group and Scottish Government. This is an externally facing and potentially high profile role within the business and education community, working in partnership with a wide range of stakeholders.

As the Project Officer you will be responsible for engagement with a range of stakeholders, mainly:

* Employers (particularly SMEs) in collaboration with local engagement structures to: capture and promote opportunities, support inclusive recruitment practice, promote development of good employer vocational routes into employment and build trusted and productive relationships.
* Education (Particularly teachers and lecturers) to support the delivery of Industry and Education Partnerships, support the success of events in education and support the delivery of the digital tool Marketplace in education.
* Young People in schools, colleges and those in employment, to ensure young people are aware of what we do and are involved in developing our strategy on an ongoing basis.

Possessing excellent communication skills and demonstrating competence in dealing with businesses and people at all levels up to the highest senior management, the Project Officer will support all aspects of the programme yet will mainly focus on delivery on the ground and representing DYW with business, education, young people and parents. A key element of the role is to develop and maintain excellent relations with existing, prospective and new stakeholders, be able to communicate the benefits of being involved in DYW while offering practical support, advice and guidance to enable stakeholders to meet their objectives.

Responsible to:

The Project officer is responsible to the DYW ‘Board’. Direct Line management will be the responsibility of a member from the DYW Executive Team.

Responsible for:

**Overall Purpose of the Post:**

* Engagement with employers (particularly SMEs) in collaboration with local engagement structures to:
  + Capture and promote insight, skills, events and recruitment opportunities,
  + Support and shape inclusive recruitment practice,
  + Promote development of good employer vocational routes into employment
  + Build trusted and productive relationships.
* Engagement with education (schools and colleges) to:
  + Deliver the DYW message
  + Support, increase and improve the use of Marketplace
* Deliver the Youth Voice
  + Facilitating dialogue with Youth Voice Structures to feed into the strategic direction
  + Sharing key DYW messages with young people

Main Duties:

* Liaison with key stakeholders to deliver the DYW message, support services and brand activities for DYW Edinburgh, Midlothian and East Lothian. This includes meeting with businesses in the three local authority areas, attending schools and college events and working with partners to ensure no duplication of activity. Presentations to a variety of audiences is involved.
* Supporting delivery of The Guarantee and Marketplace.
* Recording interactions to ensure validity in reporting for KPIs and impact. Gathering case studies that contribute to communication and marketing for DYW.
* To cover duties of other team members, where required, during periods of holidays and sickness.
* Any other duties as appropriate to the post.

**The role is based in central Edinburgh with travel throughout the City, East Lothian and Midlothian. A full driving license and use of a car for business purposes is essential. Flexibility to respond to the needs of our stakeholders will require work on evenings and some weekends for events.**

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 January 2018.***

Edinburgh Chamber of Commerce

**Person Specification: DYW Project Officer**

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|  | Essential | Desirable |
| **Skills, ability, knowledge** |  |  |
| A track record of project delivery ability and experience allied to education and employability. | ✓ |  |
| An understanding of the Edinburgh, Midlothian and East Lothian Business community. |  | ✓ |
| Excellent verbal and written communication skills with attention to detail and accuracy, including presentation delivery to a variety of audiences. | ✓ |  |
| A proven competence in dealing with a wide variety of businesses at various levels. | ✓ |  |
| 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 and database management. | ✓ |  |
| Ability to manage own workload, working as part of a team ensuring delivery of KPIs | ✓ |  |
| Knowledge and Understanding of vocational training including Modern Apprenticeship frameworks | ✓ |  |
| 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** |  |  |
| Proven track record of engagement with employers/education/young people or employability experience. | ✓ |  |
| Experience of working with a broad range of stakeholders. | ✓ |  |