

Edinburgh Chamber of Commerce

Job Description Construction Work Taster Project Manager

Contract: 35 hours per week, Fixed Term Contract to 31st March 2025

Salary: £35,000-£37,000

Background:

Edinburgh Chamber of Commerce on behalf of CITB is leading on the development, delivery and embedding of a programme of work tasters specific to the construction industry in Scotland. This programme of work tasters will support CITB's aim to encourage talented young people to join and remain within the construction industry. This includes more young people from a greater diverse background including those without a connection to construction who are inspired to pursue a career in construction.

This project will be aligned to the Developing the Young Workforce (DYW) National team which works with employers, schools, colleges, partners and DYW Regional Groups across Scotland to deliver a permanent improvement in the relationship between young people in education and employers. The project is based at Edinburgh Chamber of Commerce in Edinburgh City Centre, the role would involve hybrid working.

The Role:

The Construction Work Taster Project Manager will deliver the project objectives over the three year period, including the scoping and delivery of all aspects of the project. This will include working with the DYW National team, the Steering Group and the wider DYW network and partners to develop, launch, deliver, embed and evaluate the project. A more in-depth project plan will be created alongside a risk matrix and processes created to ensure project activities are on track, issues highlighted and reporting is timely in relation to KPIs.

Responsible to:

The Construction Work Taster Project Manager will report to the DYW National Projects Manager.

Responsible for:

No line management responsibility.

Overall Purpose of the Post:

Develop and manage the delivery of 2800 construction work tasters to young people in Scotland.

Main Duties:

As the Construction Work Taster Project Manager your role will include:

- Strategically planning for the delivery of the Construction Work Taster Project
- Ensuring the overall management of the project, including;
 - Project scoping
 - Planning and co-development
 - Launching, delivering and embedding for sustainability
 - Tracking, reporting and managing data
 - Communications and marketing
 - Evaluating

- Overseeing the delivery of project, working with the steering group and the network of wider partners to ensure co development and delivery.
- Engaging with the construction industry to stimulate their involvement.
- Effectively manage budgets and risk to ensure these are managed effectively.
- 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 and adhere to Scottish Government’s policies and procedures.

This job description is open to review at any time and was last revised in April 2022.

Learning and Training:

You will have access to learning and development through Edinburgh Chamber of Commerce Training opportunities and your personal development plan.

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Person Specification: Construction Work Taster Project Manager

	Essential	Desirable
Skills, ability, knowledge		
A track record of project management and delivery and experience aligned to education and/or employability for young people.	✓	
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, the business community and partners to co-develop and co-deliver projects.	✓	
A track record in influencing and engaging with internal and external stakeholders demonstrating strong interpersonal and leadership skills.	✓	
Experience in driving performance and delivering improvement initiatives to add value.	✓	
Competent knowledge and use of IT/computer skills and database management.	✓	
Strong planning and organisation skills with the ability to prioritise effectively to balance short-term demands with long-term development and work as part of a team to ensure delivery of KPI’s	✓	
Knowledge and understanding of Construction Industry.	✓	
Awareness of current DYW and Young Person Guarantee policies and priorities, including Career Education Standard.		✓
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 with a focus on ASN.	✓	
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		✓