



# MORAY MOIREIBH

## JOB DESCRIPTION

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>Job Title:</b> Employability Coordinator                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Grading:</b> SCP 14-17 |
| <b>Section:</b> Marketing and Business Development                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Reference:</b>         |
| <b>Job Objectives:</b> <ul style="list-style-type: none"><li>• To support the day- to -day management and coordination of the UHI Moray employability programme.</li><li>• Ensure compliance with internal budgetary and reporting processes.</li><li>• Liaise with relevant employers and 3<sup>rd</sup> sector organisations Liaise with internal and external stakeholders as required to support learners, to promote the programme and encourage cross partnership working.</li></ul> |                           |
| <b>Reporting to:</b> Head of Marketing and External Relations.                                                                                                                                                                                                                                                                                                                                                                                                                             |                           |
| <b>Reporting to the position:</b> None                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                           |
| <b>Interface with:</b> Internal stakeholders, curriculum staff; other support staff; employers, external agencies                                                                                                                                                                                                                                                                                                                                                                          |                           |
| <b>Approved by:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Date:</b>              |
| <b>Signature of Post Holder:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Date:</b>              |

## **Duties and Responsibilities:**

### **To support the day-to-day management and coordination of the UHI Moray Employability programme:**

1. Provide one to one support to individuals to enhance employability skills.
2. Develop Action plans with individuals to monitor progress towards agreed goals.
3. Identify effective training interventions to support learners.
4. Liaise with internal and external stakeholders to negotiate delivery of training interventions for learners.
5. Provide support to learners as required to achieve their goals.
6. Design, develop and coordinate the delivery of training.
7. Delivery of employability tools in a one to one or group basis.
8. Input information and statistics as required onto the Hanlon on line recording system
9. Engage with employers in the identification and development of training packages under the New Flexible Workforce Development Fund.

### **Ensure compliance with internal budgetary and reporting processes.**

1. Ensure compliance with the programme rules.
2. Ensure that spend on materials and equipment follows accepted procurement guidelines through APUC.
3. Support the writing of funding bids for future employability contracts through provision of information.

### **Liaise with employers and 3<sup>rd</sup> sector organisations including Moray Pathways partners.**

1. Engage with employers and 3<sup>rd</sup> sector organisations when developing interventions/programme content
2. Liaise with employers [public, private and 3<sup>rd</sup> Sector] to set up interventions for learners as part of their overall programme.

Ensure that the necessary Health and Safety workplace checks [if required] have been carried out by the designated Health and Safety officer prior to the learner starting on placement.

**Liaise with internal and external stakeholders as required to support learners, to promote the programme and encourage cross partnership working.**

1. Engage effectively with learner keyworkers and other relevant agencies report on their progress.
2. Represent the college at external stakeholder meetings in relation to the programme.
3. Support the overall marketing of the programme.