MORAY MOIREIBH

JOB DESCRIPTION

Job Title: Employability Coordinator	**Grading: SCP 14-17**
Section: Marketing and Business Development	**Reference:**

Job Objectives:

- To support the day- to -day management and coordination of the Moray SWAP project.
- Ensure compliance with internal budgetary and reporting processes.
- Liaise with employers and 3rd sector organisations including Moray Pathways partners.
- Liaise with internal and external stakeholders as required to support learners, to promote the programme and encourage cross partnership working.

Reporting to: Head of Marketing and External Relations.

Reporting to the position: None

Interface with: Internal stakeholders, curriculum staff; other support staff; employers, external agencies

Approved by:	**Date:**
Signature of Post Holder:	**Date:**

Duties and Responsibilities:

To support the day-to-day management and coordination of the Moray SWAP Employability programme:

1. Provide one to one support to individuals to improve employability skills.

2. Develop Action plans with individuals to monitor progress towards agreed goals.

3. Identify effective training interventions to support learners overcome their individual barriers.

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 the Sector Based short training courses.

7. Delivery of employability tools in a one to one group training basis.

8. Input information and statistics as required onto the Hanlon on line recording system.

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 3rd sector organisations including Moray Pathways partners.

1. Engage with employers and 3rd sector organisations when developing interventions/programme content to ensure relevance to the labour market requirements.

2. Liaise with employers [public, private and 3rd Sector] to set up work placements for learners as part of their overall programme.

3. 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 the Moray Pathways meetings in relation to the Moray SWAP project.

3. Support the overall marketing of the programme.