

Employability Development Officer



Job Description and Person Specification

Post Title:	Employability Development Officer
Hours:	35 hours per week, fixed term: initially funded until March 2019
Salary:	£22,000 per annum, plus 7% non-contributory pension
Reporting to:	Employability Development Manager

Main Purpose of Post

The successful applicant will work with the Employability Development Manager and team to support and represent third sector organisations in Fife who deliver employability services. Working with key partners this outward-facing team aims to raise the profile and build the capacity of the third sector to play the fullest role possible in improving employment outcomes for the people of Fife.

Main Duties

1. Be the first point of contact for all enquiries relating to employability in the third sector in Fife.
2. Host on 1:1 meetings with new projects
3. Build relationships with key stakeholders as required including participating in partnership meetings and identifying partnership opportunities
4. Help plan and organise a series of events relevant to the sector including the quarterly Fife Employability Forum, 3rd Sector Conversations, training and Know Your Network.
5. Oversee production of the employability e-bulletin and maintenance of web content and social media
6. Co-ordinate a governance review of third sector employability organisations with key partners
7. Plan and research *Working for Fife* – a report mapping all third sector employability provision in Fife
8. Participate in national events & conferences as required
9. Keep abreast of policy developments and funding opportunities relating to employability in Scotland.
10. Produce annual monitoring reports with support from the project development officer and administrator
11. To actively promote all the areas of support available from Fife Voluntary Action;
12. To take personal responsibility for contributing to high quality standards in customer relations, service delivery and communications.

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. The organisation reserves the right to require employees to perform other duties from time to time.

The organisation also reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation's business.

There is a requirement to work evenings and weekends as necessary in order to ensure appropriate fulfilment of duties.

Person Specification

Essential requirements:

- knowledge and some experience of working within the third sector;
- experience planning and delivering events;
- experience of delivering basic research projects and use of relevant Microsoft packages
- emotionally intelligent, able to build and sustain positive relationships with relevant stakeholders;
- comfortable networking and representing FVA;
- willingness to learn, attend relevant training opportunities and work as part of a team and to help others;
- excellent interpersonal, oral, written, numeracy and ICT skills;
- efficient, self-motivated, and proactive, with good organisational skills;
- a personal commitment to organisational excellence; displays honesty, integrity and a strong sense of ethics in all actions and decisions.
- a commitment to equal opportunities;
- able to travel throughout Fife and support capacity building team members
- valid driving licence and access to a car.

Desirable requirements:

- good understanding of the employability sector or related sectors in Fife