

Post Title	Employability Coordinator
Location	Craven College, Skipton (Multi-site)
Rate of pay	APT & C Scale 6, point 26 £22,686 (fixed point) per annum, pro rata to £18,394 per annum
Hours	30 hours per week
Responsible to	Business and Development Training Manager
Special Conditions	<p>This is a is fixed term post until 31 August 2021, possible extension dependent on funding.</p> <p>A full enhanced check via the Disclosure & Barring Service will be required for this post</p>
Closing Date	Sunday 1 November 2020
Interview Date	tbc
Post No.	B968

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources HR@craven-college.ac.uk

BACKGROUND INFORMATION

This new post is part of Craven College's ongoing investment in business and community development, working with a successful and innovative team to optimise delivery, prepare for new opportunities and ensure excellent service is delivered to all our customers.

Craven College delivers Adult Learning provision through the Adult Learning Budget, Advanced Learning Loans (Education and Skills Funding Agency) and through commercial fees. The post holder will plan, coordinate and develop Adult Education Budget provision focused on unemployed adults under the supervision of the Business and Development Training Manager. The Employability Coordinator will liaise closely with Job Centre Plus and local employers to develop and arrange Sector Based Work Academies to unemployed adults. These will have a clear link to local skills gaps and vacancies across North and West Yorkshire.

MAIN JOB PURPOSE

To plan, coordinate and develop Sector Based Work Academies through the Adult Education Budget under the supervision of the Business and Development Training Manager. To liaise with Job Centre Plus and local employers to achieve enrolment targets and outcomes.

KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

- To oversee the operational coordination of Sector Based Work Academies utilising Adult Education Budget funded programmes and relevant vocational training achieving annual income targets;
- Develop new Sector Based Work Academies in line with employer and Job Sector Plus requirements, sector skills gaps and linking unemployed adults to vacancies;
- To be responsible for the whole Sector Based Work Academy journey from liaising with Job Centre Plus and local employers, recruitment of students, arranging venues, tutors, accreditation, IV, certification, student attendance and completion.
- To understand and implement current Education and Skills Funding Agency Guidance ensuring courses are compliant with funding and audit requirements;

- Understand and implement strategies for continuous Quality Improvement across all courses, ensuring that learner progress and satisfaction underpins all provision;
 - To understand the barriers facing unemployed adults and utilise support strategies which encourage good attendance and achievement with harder to reach unemployed adults;
 - To develop appropriate and effective marketing strategies, including fliers, social media presence and employer engagement;
 - To utilise MIS systems to produce monthly reports regarding progress to recruitment, financial and quality targets;
 - Ensure the effective organisation and facilitation of relevant events, training and workshops;
 - Coordinate IAG in conjunction with Student Services to support learner progress;
 - To work effectively with cross-college teams and community partnerships and ensure that they are supported through a communication system which is efficient and effective, promoting the exchange of information and good practice;
 - To represent the College in appropriate meetings with external stakeholders;
 - You will be expected to be fully conversant with the College's range of equality and diversity and safe guarding policies and procedures, to ensure the health, safety and welfare of all learners and staff;
 - To participate in the College's appraisal scheme and undertake further professional development in line with the needs of the College;
 - Any other duties commensurate with grade and status as may reasonably be requested.
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PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- Proven experience of negotiation with outside agencies and employers;
- Experience of coordination and/or delivering Adult Learning in a community setting;
- Knowledge of barriers facing unemployed adults in gaining employment;
- Experience of identifying needs and developing successful initiatives for unemployed adults with clear links to employment;
- Excellent planning and organisational skills;
- Sound understanding of funding bodies and specifically the role of the Education and Skills Funding Agency;
- Computer literate with the ability to set up and maintain spreadsheets and databases, supported by a relevant IT qualification;
- Excellent interpersonal skills with the ability to negotiate effectively;
- Experience of producing high quality written and verbal reports;
- Ability to monitor performance effectively and maintain accurate records;
- Experience of working within a team and with a variety of partners;
- Ability to work under pressure, on own initiative to pre-determined targets and deadlines;
- Access to an appropriately insured vehicle and hold a clean, current driving licence;
- Ability to work flexibly around the needs of the College which will include regular travel within West and North Yorkshire.

DESIRABLE REQUIREMENTS

- A clear understanding of the Adult Agenda within the Further Education Sector;
 - Local sector skills gaps and ongoing vacancies;
 - Knowledge of FE and Adult Funding.
 - Teaching qualification to Cert Ed/PGCE level;
 - Educated to degree level or equivalent
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