

The Education People EMPLOYABILITY OFFICER

May 2021

Service:	School Improvement Secondary, Special & PRU/ Skills & Employability
Salary:	TEP10
Reporting to:	Principal Apprenticeship Lead

Purpose of Role:

The role of the Employability Officer is crucial in developing employer engagement to support the service in the development of employability activities and to build employer networks. The successful candidate will ensure the work of the area team in Apprenticeships, Participation and Careers Enterprise Company (CEC) is fully integrated and has impact in providing opportunities for young people and building employer networks. The postholder will also be responsible for developing and evaluating projects involving employers, schools and other partnership organisations.

Specific purpose

- The development of employer networks and CEC to support the skills and employment strategy.
- To work with employers to increase the number of work experience / internships placements and support those placements.
- Support the number of schools, in collaboration with CEC, in engaging with employers to developing an employment pathway through work experience, work trials and apprenticeships.
- Increase number of apprenticeships and employment starts across Kent.
- Support the reduction of NEETS through employer engagement.
- Develop and sustain effective partnership working for employers, involving Kent County Council, schools, colleges, work-based learning providers employers and other agencies.
- To develop and evaluate projects led and managed by the Skills and Employability Team.
- To support existing projects being managed by the service.

Please note: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Annex A: Main duties and responsibilities:

- Develop and maintain strong networks and partnerships with a range of agencies, including local Borough Councils, Job Centre Plus, CEC, Kent Association of Training Providers and KFE (Kent Colleges).
- Develop and maintain strong networks and partnerships with employers including public, private and third sectors, and build those networks so that they offer opportunities to support young people into employment.
- Provide support to employer networks and CEC to support the skills and employment strategy.
- Manage and improve the service to employers, ensuring the customer journey is simple, easy to use and customer friendly.
- Provide support to the employer network across the county.
- Provide a resource / offer of advice to Kent businesses on employability schemes, including apprenticeships, traineeships, internships, and work experience to improve outcomes for young people to enter the world of work.
- Engage with employers to understand the Apprenticeship Levy, the changes in the apprenticeship standards and the future requirements on work experience as part of the T-quals and traineeships.
- Develop and support a range of events which facilitate effective partnerships which support young people into higher levels of learning or employment and reduce NEETs and ensure positive destinations.
- Create and evaluate projects which facilitate effective partnerships to support young people into higher levels of learning or employment and reduce NEETs and ensure positive destinations.
- Work with employers and education providers to develop high quality support for progression pathways to develop skills and provide learning opportunities for all learners.
- Support the principal leads to forecast, identify need and develop new provision. Ensure there are appropriate actions in place to address any shortfall in skills and employability provision of information, advice and guidance systems including commissioned services.
- Identify further funding opportunities to create more opportunities across Kent and supporting any bid writing and helping source additional funding.

Annex B: Person Specification

	MINIMUM
QUALIFICATIONS	Level 4 in Education & skills, and or management or equivalent work experience.
EXPERIENCE	<p>Experience of working in education, learning, skills or training organisations.</p> <p>Experience of running, managing and evaluating large events and projects.</p> <p>Experience of securing job opportunities for young people.</p> <p>Experience of stakeholder involvement and establishing effective partnerships.</p>
SKILLS AND ABILITIES	<p>Project management skills.</p> <p>Highly organised with excellent communication skills, especially written skills.</p> <p>Excellent interpersonal and negotiation skills.</p> <p>Ability to analyse data to inform best practice and service delivery.</p> <p>Ability to work on own initiative and organise workload to achieve deadlines, with good time management skills.</p> <p>Ability to work under pressure, particularly to manage conflicting priorities.</p> <p>Good problem-solving skills.</p>
KNOWLEDGE	<p>Substantial knowledge of the education and training field.</p> <p>Knowledge of different project management techniques.</p> <p>Thorough understanding of current educational, learning and skills reforms.</p> <p>Knowledge of working with a wide range of external organisations at a strategic level and direct influence of the decision-making process.</p> <p>Knowledge of bid writing and sourcing funding.</p>
PERSONAL QUALITIES	<p>Can do approach and coaching others.</p> <p>Self confidence.</p> <p>Team player.</p> <p>Proactive.</p> <p>Creative thinking.</p>

Annex C: Company Values and Expectations

At The Education People we are guided by our shared values:

- **Moral Purpose:** We are driven by our shared moral purpose to do all that we can, both directly and indirectly, to improve educational outcomes and life chances.
- **People First:** We are committed to always putting people first: our staff, clients and partners, and above all, the people we serve.
- **Stronger Together:** We believe in the power of partnership and collaboration, understanding that the very best outcomes are delivered only when we embrace challenge and work together – with each other, our clients and partners.
- **Excellence:** We strive to excel in the delivery of high quality services that produce lasting outcomes: balancing pace, precision, practicality and cost.
- **Spirit of Innovation:** We have a restless curiosity; we embrace every opportunity to learn, to challenge the status quo, and to seek to set new standards for outcomes and delivery.
- **Integrity:** We expect the highest standards of professionalism and integrity of ourselves and others, acting at all times within the ethical framework of our values.