

Job title: **Developing the Young Workforce Employer School Coordinator (Secondary)**

Reporting to: DYW Project Officers

Reporting to you: N/A

Location: Within school(s) allocated to work with

Date reviewed: February 2021

**DYW North East:** DYW North East is one of the 21 industry-led regional groups, working with Aberdeen City and Aberdeenshire local authority secondary schools. It bridges the gap between employers and education to help young people find fulfilling careers and facilitates relationships between employers and education.

**Job role:**

The main role of a DYW Employer School Coordinator is to develop and implement a programme of employer engagement aimed at increasing pupils' career awareness and skills development to ensure they can move into a sustained positive destination.

**Facilitate and support employer engagement and support of the delivery of the school DYW and improvement plans**

They will support the development and implementation of a structure for employer engagement which reflects the school's demographic and maintains a robust network of partners within the local business community. In doing so they will support the school in delivering on the school DYW plans and help fulfil national priorities around employability, Career Education Standard and Work Placement Standard.

Act as a point of contact for employers who want to get involved with the school and to support them in making it easy to engage on all platforms.

In addition, the role will work with the school to enhance the employer engagement in the curriculum.

They will work with the DYW regional team to actively recruit a range of employers to be involved in supporting young people as part of the Young Person Guarantee and align them to the needs of their schools.

- Build up strong and trustworthy relationships with school staff and other delivery partners within the schools
- Work with the schools to understand their needs for employer engagement
- Build relationship with employers already engaging with the schools, understanding their motivations to engage and what they have to offer
- Identify, facilitate and monitor any engagement activities between schools and employers
- Review, refresh and expand the strategic partnership agreements between schools and employers facilitated by DYW
- Identify opportunities for employers to develop apprenticeships, signposting the businesses to supporting organisations as appropriate

**Pupil focussed delivery - targeted employer engagement**

Work with school pastoral support/guidance teachers, DYW staff, SDS careers advisors, other third sector providers, Community & Learning Development and employability teams to identify young people who would most benefit from increased employer engagement and then facilitating the employer aspect of these interventions

- Work alongside SDS careers advisor, Community Learning & Development, opportunities for all coordinators and MCR coordinators (where applicable) to ensure that employer offers are targeted at the pupils who would benefit most
- Work as part of the wider DYW group to ensure that support is targeted at groups aligned to DYW KPIs
- Work with key local partners and stakeholders to provide industry led activity which will support pupils post school transition and engage with Youth Guarantee services
- Support wider ambition for Foundation Apprenticeships Level 4/5/6
- Ensure that DYW is appropriately highlighted and embedded across each stage of the curriculum in the senior phase

### **Partnerships and networks**

- Work in partnership with school staff, SDS and other providers to bring coherence to the DYW/employability offers available to young people
- Proactively collate information on all DYW and wider programmes available to ensure promotion of relevant opportunities within the wider school community i.e. pupils, teachers, parents
- Liaise with relevant staff to support work experience and Career Ready programmes by sourcing placements and relevant employer interventions
- Support teaching staff to deliver meaningful industry relevant experiences and qualifications
- Foster and establish partnerships with businesses and other learning providers e.g. colleges and third sector organisations.
- Liaise with the appropriate Senior Management Team and Principal Teachers to support DYW priorities identified in School Improvement Plans.

### **Monitoring and review**

- Ensure timeous capture of all work inspiration activities and interventions delivered with the school in the DYW regional groups' CRM system, including changes in strategic partnerships, to align with the DYW national KPIs
- Manage all reporting of school activity and data associated with DYW (in relation to both national and local KPI's), while providing evidence of activity at key stages throughout the year

**Person specification - skills ability and knowledge, personal qualities and experience****Necessary**

- Strong verbal and written communication and interpersonal skills
- Passion for the DYW agenda and inspiring the next generation
- The ability to engage with employers and business community across all sectors
- Confident networking, influencing and interpersonal skills
- Enthusiastic and flexible with a “can do” attitude
- Ability to manage and prioritise own workload, working as part of a team to ensure delivery of KPIs
- Awareness and understanding of DYW legislation and priorities, including Career Education Standards
- IT literate with good MS Office skills with particular attention to detail and accuracy
- Some knowledge of the careers/work experience/apprenticeships landscape and employment climate
- Ability to manage and exceed expectations of employers and schools
- Full UK driving licence and access to a vehicle to travel locally
- Protection of Vulnerable Groups (PVG) Scotland Certification (to be in place prior to taking up post funded by employer)
- A team player

**Desirable**

- Experience or knowledge of Social Enterprises
- Knowledge of post school transitions for young people, including those with additional support needs
- Knowledge and understanding of broad general education/senior phase curriculum offer and delivery
- Familiar with the use of a customer relationship database
- A track record of project delivery and experience allied to education and employability
- Proven track record of working with employers/education/young people or employability experience

These job guidelines are not designed to be definitive but a guide to your role. They will be reviewed annually at appraisal and your role will reflect the demands of the business. You may take on responsibility for other aspects of the business activity outside your core remit in line with your responsibilities as a member of flexible project teams.