



Role Profile

Employability Officer – Modern Apprentice

Reference No.	A4780		
Service	Education		
Job Family	Employment Support	Grade	FC5 50% of salary in year one rising to 80% of salary in year two.

Purpose

The apprentice will work under supervision to build and develop skills in supporting the delivery of DYW and Employability Programmes and Initiatives.

The duration of the apprenticeship will be for 2 years, during this period the apprentice will undertake training towards an SVQ level 3 Career Development (SCQF Level 7).

To work proactively alongside other members of the Fife Council Education Services (FCES) Developing the Young Workforce (DYW) and Destinations Team to promote and implement initiatives that better prepare young people for the World of Work, and support transition into a positive and sustained destination.

To support young people, school staff and other stakeholders to engage with employers, to support opportunity through work inspiration and preparation, work experience, volunteering and enterprise.

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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Work as part of a team to provide support as and when required to achieve the overall aims of the Service.	Ability to provide a regular and effective service.	✓	
The apprentice must achieve milestone targets related to completion of the SVQ level 3 in Career Development (SCQF Level 7) as agreed on an Individual Training Plan.	Possess a minimum of 3 Nat 5's (or SCQF Level 5 equivalent) including Maths and English.	✓	
Attend meetings and events either as an individual or to represent the team. Ability to travel extensively throughout Fife and work in a variety of locations is essential.	Ability to develop effective relationships with employers and those from other agencies.	✓	
Update and monitor social media, including responding to public messages and dealing with requests	Ability to maintain confidentiality	✓	
Assist in the development and evaluation of training to support continuous improvement. Support participants throughout their engagements and experiences and feedback relevant information to the DYW / Destinations Team.	Effective communication skills – oral and written.	✓	
Undertake any related training and complete identified e-learning modules.	Awareness of Health & Safety and Risk Assessment Implementation.		✓
Collate and record data relating to requirement of national bid frameworks and applications for external funding.	Work with minimal supervision on a day to day basis.	✓	
Contribute to the continuous improvement of the service by driving excellence in service delivery. Assist the team in promoting the service to customers.	Innovative and developmental approach.		✓
Ensure that training objectives are achieved in compliance with National Training Programme rules.	Ability to manage, monitor and review own performance.	✓	
Submit appropriate documentation to meet timescales set by SG and DYW Fife team, and provide case studies as requested on work achievements including analysis of outcomes	Experience in the use of Word and Excel Computer Packages.	✓	
Contribute to the development and aspects of implementing the DYW Ambassador Program and related leadership pathway.	Ability to prioritise own workload.	✓	

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Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required			
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.			
Additional Information – the following information is available:	Expected Behaviours		
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>		