

SKILLS DEVELOPMENT OFFICER JOB DESCRIPTION

Job Title: Skills Development Officer
Salary: £24000 - £26000 per annum
Reports to: Contracts Manager
Location: Huddersfield with Kirklees wide travel

Role Purpose:

To effectively plan and deliver sector specific employability programmes, that focus on employability skills training such as CV writing, transferable skills analysis, digital skills, job search and interview preparation to help individuals move on to achieve and sustain new employment. You will be flexible and responsive to learners needs, devising learning programmes that enable people to progress with confidence that are delivered in a positive, safe learning environment that supports learners to achieve their full potential. Working closely with the outreach projects delivery team, you will support our programme participants to increase their knowledge, skills and behaviours through the delivery of employability programmes. You will enable learners to take advantage of opportunities into sustainable employment and further education.

Main Responsibilities and Duties:

- Plan and prepare, learning programmes for adults and young people aged 16-24, that will achieve measurable social regeneration outcomes, including raising engagement and encouraging participation and progression and enabling maths and English development to take place. Courses will include; sector specific sessions, employability and wellbeing.
- Create session plans and evaluations, develop resources and perform risk assessments
- Monitor and review learning quality and progress
- Ensure learning is tailored to meet participant needs
- Ensure learning is economically relevant and informed by local LMI

Core Responsibilities

- Deliver learning in group sessions (face to face and online).
- Provide 1-2-1 support and additional learning support where required.
- Provide engaging and exciting training sessions to inspire and motivate learners.
- The successful candidate will be flexible with their delivery methods, providing differentiation and be able to adapt quickly to learners needs.
- Work collaboratively with delivery team to offer high impact and engaging training solutions to meet a range of participants needs including mock interviews, 'how to' sessions and other work preparation activities
- Meet personal performance targets, Key Performance Indicators (KPIs) and all Quality and Compliance measures by delivering high quality employability provision to participants, both remotely and face to face
- Provide advice, guidance, and challenge where appropriate to develop customer's capability in the recruitment process ensuring they have the necessary skills and confidence to secure realistic job goals
- Develop an understanding of specialist signposting services in the local area/region, building knowledge in areas such as specific disabilities, housing, benefits etc.
- Use online management system to maintain participant records to a required quality standard to ensure the participant journey is documented in accordance with our quality standards and contractual requirements

- Work to deadlines as set out by contract profiles.
- Create and maintain effective working relationships with partners.
- To work independently and deliver consistently.
- Ensure all relevant policies are implemented and adhered to.
- Have a flexible approach to work.
- To partake in continuous learning as and when needed to increase knowledge and further professional development
- Attend and contribute to all relevant meetings as directed by the Line Manager or Senior Management team
- Operate all times within the stated policies and practices of the Trust and actively promote them, ensuring that equality, inclusion and diversity are embedded in all work and contact with colleagues, visitors, learners, service users and stakeholders.
- To actively promote the services of the Trust and pro-actively build positive working relationships with external community organisations including attendance at events.
- To undertake any other duties as required within the scope of the post.

Additional Requirements

- To comply with all organisation policy and procedures.
- To be aware of, and assume the appropriate level of responsibility for Health and Safety and Fire regulations.
- To be aware of, and assume the appropriate level of responsibility for Safeguarding the welfare of children, young people and vulnerable adults and to follow the Trust's safeguarding policy and procedures.
- To carry out duties at all times in compliance with the Trust's Equal opportunities
- To agree that the Trust will apply for an Enhanced Disclosure from the Disclosure & Barring Service at the point of commencing in the post and on a regular basis as determined by the Trust, provide evidence of identification to support the application, declare any criminal convictions at the point of application and declare any subsequent criminal conviction so that the Trust can consider if it adversely impacts upon the post holder's role.
- To undertake any other duties as required by the Director.
- Attend and actively participate, taking joint responsibility for regular monthly meetings and support and supervision and annual appraisals.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by any changes in the role other than those given in the job specification.