

Job title: **DYW Employer School Coordinator (Secondary)**

Reporting to: DYW Project Officers

Reporting to you: N/A

Location: Within school(s) allocated to work with

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.

Business Development and relationship building

- Facilitate and support employer engagement to help schools achieve their DYW agenda
- Actively recruit a range of employers to be involved in supporting young people as part of the Young Person Guarantee
- Work with employers to encourage them to sign up to the Young Person Guarantee

Partnership working

- Work in partnership with school staff, SDS and other providers to bring coherence to the DYW/employability/offers available to young people
- Work with partners to identify young people who would most benefit from increased employer engagement and then facilitate the employer aspect of these interventions

Researching opportunities

- Research and highlight available opportunities for schools and young people
- Research appropriate funding and opportunities for employers

Delivering Key Performance Indicators (KPIs)

- Work as part of the wider DYW group to ensure achievement of Scottish Government KPIs
- Capture all work inspiration activities and interventions delivered with the school in the DYW CRM system

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

Necessary

- Strong verbal and written communication and interpersonal skills
- Passion for inspiring the next generation
- Ability to engage with employers
- Confident networking, influencing and interpersonal skills
- Enthusiastic and flexible with a “can do” attitude
- A self-starter with the ability to manage and prioritise own workload
- A team player
- IT literate with good MS Office skills with particular attention to detail and accuracy
- Experience of working to achieve KPIs
- Full UK driving licence and access to a vehicle to travel locally

Desirable

- Some knowledge of the careers/work experience/apprenticeships landscape and employment climate
- Knowledge of Broad General Education/Senior Phase curriculum offer and delivery
- Familiar with the use of Customer Relationship Database
- A track record of project delivery
- Proven track record of partnership working

Please note: A Protection of Vulnerable Groups (PVG) Scotland Certification is required for this role and will be funded by DYW.

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 regional group activity outside your core remit in line with your responsibilities as a member of flexible project teams.