

JOB DESCRIPTION

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| JOB TITLE: | Employability Skills Coordinator |
| SALARY: | £30,237 to £36,873 (Pro rata) |
| HOURS: | 37 hours, Monday to Friday (Term time only + 3 weeks) |
| GRADE: | Senior Educational Support Officer Level 3 |
| DEPARTMENT: | Access to Education |
| RESPONSIBLE TO: | Programme Manager for Access to Education |

LOCATION

The University College Isle of Man spans several sites, Homefield Road, the Nunnery Campus, Hills Meadow, Thie Ushtey, the William Kennish Building, and Elmwood House. The post-holders main place of work may be any of these sites, may involve movement between sites and a requirement to visit stakeholders at their place of work.

BACKGROUND

Our Mission is to serve the Isle of Man community by delivering excellence in education and training throughout our range of further and higher education programmes. We aim to continuously provide high-quality learning experiences that support progression into further study or employment that in turn supports the individual and the economy of the Isle of Man. Our staff help our organisation work towards our strategic objectives and in turn those of the Department for Education, Sport and Culture and wider government.

PURPOSE OF THE JOB

The main purpose of this role is to coordinate UCM's employability skills and work-ready initiatives. This is a whole-College approach that seeks to enhance the probability of students securing appropriate employment. This includes identifying and implementing work programmes that enable students to evaluate, reflect on, record and accredit their employability skills development. There will also be a need to liaise with employers for work placement opportunities.

The post holder will work collaboratively with key stakeholders, including academic staff, other UCM services and employers to deliver employability skills, ensuring student and staff engagement.

MAIN ACTIVITIES

1. Provide assistance on the development and implementation of UCM's students employability skills.
2. Support and develop positive transitions across all levels and into employment pathways.

3. Support the operational development and direction of the employability skills function to meet student and employer requirements.
4. Establish delivery plans for UCM employability skills based on information from overarching and local strategies, current research and trends, employer information, and quality improvement feedback.
5. Establish relationships with employers, Government Departments and other sectors to facilitate work placements for post 16 students.
6. Ensure that employability skills delivery plans have appropriate short to long term goals.
7. Plan, develop, implement, and evaluate employability skills programmes that provide the opportunity for the student body to recognise, practice and be accredited with the employability skills which complements their course of study and contributes to their 'work readiness'.
8. Identify and facilitate relevant employability events and promotion.
9. Work towards integrating employability skills programmes as a core activity across UCM.
10. Review ways in which students can be recognised for and demonstrate competency concerning employability skills through internal and external certification.
11. Take the lead on raising awareness internally and externally of employability skills at UCM in order to promote engagement.
12. Explore and evaluate innovative approaches to the development of employability skills including online delivery.
13. Liaise with and advise academic staff on the delivery of employability skills and related activities including running workshops, tutorials, etc.
14. Assist with the preparation of reports for UCM's Senior Leadership Team and Governors.
15. Liaise with external stakeholders who offer support for employability skills and delivery of talks.
16. Work with the Management Information System team to enable electronic tracking, management, accessibility and interfacing with the participants of programmes.
17. Maintain Continuing Professional Development to develop their skills set.
18. Use well-established evaluation methods to report on the impact of employability skills.
19. Undertake such other duties which may, from time to time, be necessary as directed by the line manager or Principal.

Safeguarding

The Department of Education, Sport and Culture is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff are required to undertake training with regard to the safeguarding and welfare of children and young people and the Department commits to providing this training e.g. via induction, on-line, briefings at staff meetings inset days etc., as appropriate.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with, the Safeguarding Children Board Child Protection procedures and the school/service's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children School/Service, they must report any concerns to the designated Safeguarding lead in their area or to the department's Child Protection and Safeguarding Officer.

The contents of this job description may be reviewed and updated as necessary to ensure that it remains accurate and complete. All changes will be made in discussion and with the agreement of the Head of Service or designated Officer.

Please note:

Should you be shortlisted it is recommended that you contact UCM to request an informal visit prior to attending an interview.

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| <p>Knowledge and Understanding</p> <ul style="list-style-type: none"> • Excellent communication skills both verbally, in writing and online. • Excellent planning and organisational skills. • Ability to prioritise work to achieve deadlines. • Ability to observe confidentiality while being aware of safeguarding responsibilities. • Research skills • Knowledge of the impact of careers education, information, advice and guidance to 'work ready' status. • Thorough knowledge of learning, development and planning. • Knowledge of quality processes. • Ability to develop student participation in extra-curricular activities. • Knowledge of external support agencies related to careers and employability. | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> | <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> |
| <p>Personal Qualities</p> <ul style="list-style-type: none"> • Actively committed to equality of opportunity and respect for diversity. • Empathic, caring, non-judgemental, approachable. • Ability to motivate and inspire others. • A strong team player. • An enthusiasm to provide high-quality employability skills and engage all stakeholders. • Well-developed communication and interpersonal skills. • The ability to work under pressure and to meet set deadlines. • Able to work well as part of a team and individually. • A positive approach to self-development and to apply this knowledge in the development of others. | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> | <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> |

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| <ul style="list-style-type: none"> • Positive, confident, and flexible attitude to work. | E | Application/Interview |
| Circumstances/Interests <ul style="list-style-type: none"> • Isle of Man Worker. • Driving licence and access to own vehicle for travelling between sites. • Satisfactory Police Check | D | Application |
| | D | Application/Interview |
| | E | Pre-employment check |