



EMPLOYABILITY MANAGER



JOB TITLE

Employability Manager.

REPORTABLE TO

Chief Executive.

HOURS OF WORK

35 hours per week.

SALARY

£25,000.

CONTRACT TYPE

12 month fixed term, with the expectation to become permanent based on performance.

OVERVIEW

Dundee United Community Trust launched in 2017 and is the multi award-winning Official Charity of Dundee United Football Club. The vision for the Trust is to be the most innovative and impactful community trust of its kind in Scotland, recognised as a key player in sport and community development locally and a strong example of best practice in sport for change. Our mission is to work with Dundee United Football Club to improve the lives of people in Dundee and the surrounding areas. The Trust has four strategic pillars: Healthy Lifestyles, Lifelong Learning, Sport for All and Uniting the Community.

AWARDS & RECOGNITION

[Best Community Football for All Project](#) - 2019 Scottish FA East Region Awards.

[Best Professional Club in the Community](#) - 2019 Scottish FA Grassroots Awards.

[Good Governance Award](#) - the Quality Standard for Scottish charities.

[Best Para-Football Project](#) - 2020 Scottish FA East Region Awards.

[Best Professional Football Club \(Bronze Award\)](#) - 2020 UEFA Grassroots Awards.

USEFUL LINKS

[Dundee United Community Trust 2020-2025 Strategy.](#)

[Dundee United Community Trust 2020 Annual Report.](#)

PURPOSE OF THE JOB

This exciting new position within Dundee United Community Trust will be responsible for the creation of a thriving employability programme to improve employment outcomes across the local community. The successful candidate will have experience of designing and developing employability programmes and experience of working within (and ideally setting up) an SQA Approved Centre, and a clear knowledge and understanding of funding opportunities to deliver this work. This is a wide ranging position, with the opportunity to support a variety of beneficiaries within the local area including, but not limited to, targeted young people, lone parents, people with a disability and those who require significant support in becoming ready for employment. The post is funded for 12 months and there is an expectation that it becomes permanent thereafter based on the performance of the successful candidate in ensuring the sustainability of this important area of work for the Community Trust.

KEY TASKS

- Lead in attaining SQA Approved Centre Status for the Trust and take responsibility for the management of the centre going forward.
- Ensure the effective delivery of our SQA approved learning centre, education programmes and activities and ensure compliance with relevant legislation and regulation applicable to the activities of the Trust.
- Act as lead tutor and recruit and develop a tutor pool to meet the needs of our programme as required.
- Work with local partners to create innovative programmes aimed at improving employability skills of local people and make a tangible difference in supporting people to progress into employment.
- Create inspiring lesson plans, schemes of work, assessment materials and supporting content for use in the delivery of employability and education programmes across the Trust.
- Design or adapt qualifications to meet the specific needs of the Trust and the candidates enrolled in our courses.
- Develop and upskill staff members and volunteers across the Trust to ensure there is a strong culture of high quality within our employability programmes and that accreditations are assessed and verified appropriately.
- Ensure the content and methodology utilised is well aligned with industry best practice and meets the needs of the people we are aiming to support.
- Support in the growth of the Trust by taking responsibility for creating and building strong partnerships with external organisations, including funders and service purchasers.
- Management of the operational budget of the employability programme under the guidance of the Chief Executive.
- Any other duties as directed by the Chief Executive.

AREA

Experience

ESSENTIAL

- Experience as a tutor, teacher, lecturer, community education or youth worker, or equivalent.
- Service or course delivery to young people and/or adults.
- Experience of SQA programme development.

DESIRABLE

- Co-ordinating and motivation of staff.
- Oversight or co-ordination of budgets.
- Experience of working in the charity sector.
- Experience of dealing with individuals or groups with additional support needs.
- Experience of working with individuals or groups coming from disadvantaged backgrounds.

Skills, abilities and knowledge

- Ability to create and develop new and engaging courses and learning materials.
- Excellent organisational skills with the ability to motivate others.
- Takes personal responsibility for solving problems and issues.
- Identifies scope for improvement.
- Ability to foster excellent working relationships with line managers, employees and partners.
- Excellent communication skills with a diverse range of audiences.
- Ability to prioritise workloads and deadlines.
- Ability to use Microsoft packages - Word, Excel etc.
- Knowledge of SQA qualification framework.
- Knowledge of Curriculum for Excellence.
- Knowledge of the employability landscape and the variety of services on offer in Dundee.
- Knowledge of the work of Dundee United Community Trust and similar Community Trusts or charities.

AREA

Skills, abilities and knowledge (cont.)

ESSENTIAL

- Knowledge of employability pipeline.
- Clear understanding of funding sources and partnership opportunities available to the Trust.

DESIRABLE

Personal attributes and other requirements

- Ability to prioritise and remain calm while working in a busy, sometimes pressurised environment.
- Dedication and tenacity to follow work through from beginning to the end of issues and projects.
- The ability to organise and be self-motivated.
- Approachable with a flexible and positive attitude.
- Must have a clean UK driving licence and access to a car for business purposes.

APPLICATION PROCESS

Those wishing to apply for the role of Employability Manager should send their CV and a covering letter detailing why you would be a suitable candidate to recruitment@dundeeunitedct.co.uk. The deadline for applying is 5pm on Wednesday 14 July 2021. Interviews will take place the week commencing Monday 19 July 2021. Should you wish to discuss this position further please contact Jamie Kirk, Chief Executive, on 07943 887 409. Please note that any job offer will be subject to satisfactory references and enhanced PVG Scotland checks prior to the commencement of the role.