

Job Title

Workforce Development Co-ordinator

Job Status

Full Time Temporary Contract until Dec 2023.
This post is subject to external ESF funding

Salary

£23,250-£26,999

Overall Role / Main Function Of The Job

The primary purposes of this role are to work with Doncaster business community to support individuals to become more efficient and productive in the workplace through skill development and further qualifications. To enable individuals to gain and retain employment as well as develop within their existing role to improve job prospects and next step progression.

Department

Education/Opportunities Doncaster

Reporting

Senior Business & Education Advisor
Head of Education and Business Engagement

Key Internal & External Relationships

<u>Internal</u>	<u>External</u>
Other Education Team colleagues Wider Chamber Team colleagues	Training participants Chamber members Doncaster Business community Specialist training providers Support agencies Doncaster College DMBC (all related departments) Partner and funding agency representatives

Supervisory Responsibilities

None

Main Duties & Tasks

Duties include:-

- Project Lead for Advance Workforce and Development programme engaging with businesses and individuals to provide appropriate training and development opportunities to improve individuals to become more efficient and productive in the workplace.
- Manage and monitor the KPIs and desired outcomes of the Advance project in line with funding requirements and contractual agreements.
- Conducting training needs analysis and provide ongoing mentoring and support for participants throughout their engagement
- Source and provide training courses and programmes to meet the needs of local businesses and employees, investigating opportunities via our member organisations.
- Enable individuals to access relevant basic skills, L1 and L2 qualifications through referrals into training provider and education setting partners
- Submit regular monitoring, impact and contract management reports for funders
- Work closely with other Education team staff to ensure employers are fed into other business engaging with education activities
- Engage and network with appropriate partners and stakeholders building mutually beneficial relationships and referral points
- Represent the Chamber on key employer engagement boards, relating to skills/workforce development activity as and when required.
- Have a clear focus on quality at all times
- Always represent the Chamber and its members in a positive manner to partners and stakeholders.
- Adhere to all policies and procedures at all times

This is not an exhaustive list of tasks and you may be asked to undertake any other reasonable duties in connection with the post and the Chamber's needs.

Key Performance Indicators

- To engage with a sufficient number of SMEs, in order to meet contract outputs, to review training needs of workforce and identify individuals to engage in training and development.
- To engage participants, as outlined in contract targets, in Advance support including:
 - those that 50 years old or over
 - individuals from BME
 - individuals with disabilities
 - female participants to gain improved labour market status
- To promote and deliver/facilitate access to a regular calendar of training and development opportunities
- To provide initial training and support pathways to a number of participants, as outlined in contract targets, to enable them to access courses to gain basic skills, L1 or Level 2 qualifications.
- Produce monthly reports for the Senior Business & Education Advisor, providing an update on the project against contractual and internal



targets.