

## **JOB DESCRIPTION**

**Title:** Development Officer

**Responsible to:** Head of Programmes

**Location:** Bryson FutureSkills Offices

### **Main Task**

To be responsible for the promotion of training and employment programmes, particularly Training For Success and ApprenticeshipsNI. To recruit and support participants on programmes within contracted areas.

### **Outline of Duties**

- To develop and demonstrate a thorough knowledge of the guidelines of programmes designed to increase the employability of participants
- To develop, promote and market company services to employers and participants
- To recruit employers and participants to the range of Company services in line with contract targets
- To contribute and deliver the Company Marketing Strategy
- To develop links with the unemployed and school leavers and to encourage participation on training and employment programmes
- To develop and maintain a warm, welcoming and supportive environment responsive to the needs of participants with multiple barriers to employment.
- To provide one to one mentoring to participants to ensure retention, progression and achievement
- To assist employers identify training and employment opportunities for participants.
- To undertake induction identifying career pathways and provide career advice and guidance
- To assist with job search activities
- To match participants to employers / work experience opportunities

- To liaise with other staff to ensure participants have maximum opportunity to progress during participation
- To engage with a wide range of Community & Voluntary Agencies working closely with long term unemployed, young unemployed adults and economically inactive participants in order to develop links and access company programmes
- To assist with outreach and networking activities which promote training and employment programmes within local communities
- To take remedial action, where appropriate, to promptly address issues with participants and employers
- To process accurately, administrative requirements of each programme.
- To take responsibility for each job function in order to act in accordance with outlined tasks
- To participate in structured training and development activities in line with the demands of the job and the objectives of the company
- To adhere to a Code of Practice relevant to Equal Opportunities and the promotion of social inclusion
- To work as a member of a team and undertake such duties and responsibilities that are compatible with and supportive of the Company's aims and objectives



## **PERSON SPECIFICATION**

**Job Title:**      **Development Officer**

<b>Criteria</b>		<b>Essential</b>	<b>Desirable</b>	<b>Tested</b>
Qualifications / Education / Knowledge	5 GCSEs Grade C or above (or equivalent) to include English and Maths	<b>X</b>		by application form and at interview
	Mentoring or Advisory Qualification	<b>X</b>		
	Current working knowledge of training and employment programmes		<b>X</b>	
Previous Experience	Min 2 years experience of working with employers to include work placement opportunities	<b>X</b>		by application form and at interview
	Min 1 years experience of training and employment programmes		<b>X</b>	
	Min 1 years experience in a Mentoring and Advisory role	<b>X</b>		
	Experience of liaising with young people and stakeholder partners		<b>X</b>	
Experience Required going forward	Related to the job description			
Special Aptitudes/ Competencies i.e. Oral/ written skills	Excellent communication skills both written and oral	<b>X</b>		by application form and at interview
	Excellent Interpersonal skills	<b>X</b>		
	The ability to work towards targeted outcomes and deadlines	<b>X</b>		
Physical Abilities/ Circumstances but only if a justifiable requirement for the job	Driving Licence and access to own car	<b>X</b>		by application form and at interview