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**Job Description**

**TITLE:** Project and Training Coordinator (Construction Skills)

**SALARY:** £36,312 (Grade 7)

**CONTRACT DURATION:** Full time, 2 years fixed term to 1 October 2026

**RESPONSIBLE TO:** Head of Integrated Employer Engagement

**CLOSING DATE:** Noon, Wednesday, 24th July 2024. interviews expected to be held on 14th August 2024

**LOCATION:** Hybrid with some travel expected.

The role will be based from home and from Capital City Partnerships offices at Fort Kinnaird and Fox Glove Offices, 14 Leith Links, Edinburgh. Travel within Scotland will be expected sporadically in line with the project requirements.

**FLEXIBLE WORKING:** Capital City Partnership operates a flexible working policy.

Capital City Partnership is delighted to share this exciting job opportunity with all partnership agencies. Applications for secondments are considered.

Capital City Partnership is an arm’s length company of The City of Edinburgh Council.

We are the anchor delivery body for Edinburgh’s employability strategy, working together to tackle inequality and poverty.  Our key tasks are to support and develop the city’s Jobs Strategy, and to contract, performance manage and improve outcomes from funded employability services.  We are also a key stakeholder and delivery partner in the Edinburgh and South-East Scotland City Region Deal.

This opportunity has arisen due to successfully securing new funding to design and coordinate the delivery of 10 short-term training programmes across a 2-year lifespan in response to the industry demands and known skills shortages within the construction sector across Scotland.

**JOB ROLE AND DUTIES**

Lead an employability programme supporting the construction industry across Scotland to assist jobseekers to secure sustainable and fair employment through bespoke training academies whilst supporting employers to develop their recruitment practices and become more inclusive.

* To design, co-ordinate and facilitate the successful development and delivery of a funded project, supporting 100 individuals across 10 academies throughout Scotland
* Establish a timeline and delivery schedule in line with the funding requirements acknowledging key performance indicators and producing a plan for target achievement
* Design a training framework; identify training providers across Scotland and test ability to respond
* Manage the project budget and ensure the governance and compliance standards are agreed prior to launch and throughout the project duration
* Generate invoices and create purchase orders, tracking all expenditure and financial claims
* Establish a monitoring and evaluation framework and produce reporting templates to ensure consistency in recording activity and outcomes, including the creation of a project programme within Helix, the identified tracking system
* Create a ‘Guide of Best Practice’ for use by employers within the construction sector
* Map the employability provider landscape across the city region / growth deal areas in Scotland to support the delivery of each academy. Establish trusted partnerships with each
* Agree a list of priority client groups that will be supported through the academies
* Establish a network of Construction employers across Scotland and test appetite for engagement. Create list of eligible projects which can offer site experience, input to the academies and interviews/job opportunities
* Create marketing materials and a communications plan for the project adhering to funder and partner brand guidelines, liaise with marketing departments for each
* Develop suitable programme content for each training academy as required, booking necessary training partners and venues where appropriate
* Maintain a talent bank portal for candidates seeking ongoing support and further job matching post academies
* Produce a project report upon completion of the academies

**Person Specification**

**EXPERIENCE, SKILLS AND KNOWLEDGE**

**Essential:**

* Two years’ minimum experience in one of the following areas: vocational training; employability, skills planning, recruitment, employer engagement, community benefits
* Understanding the pressures and opportunities construction employers face under the emerging Fair work Agenda
* Experience of working productively independently to agreed principles, including working with implementation plans, meeting milestones and deadlines
* Experience of budget management
* Experience of partnership working, with a focus on regional working being particularly welcome
* Ability to develop a network of contacts and relationships to work effectively within a cross-regional setting
* Experience of working closely with or within the Construction industry
* Understanding of employability drivers at a local and national level
* Meticulous approach to record keeping and recording of information
* Confident in the use of a wide range of software packages, including Microsoft Office
* Excellent presentation, verbal, and written communication skills
* Ability to travel throughout Scotland in response to project needs

**Desirable:**

* Understanding of vocational training delivery methods
* Understanding of the training provider and college landscape across Scotland
* Understanding of the wellbeing indicators
* Understanding of the Community Wealth Building principles
* Experience embedding Fair Work First principles into employer led activities
* Awareness of the current funding landscape eg. No One Left Behind, UK Shared Prosperity Fund, Industry led opportunities
* Experience using Helix (CRM system) for data tracking or equivalent
* A driving license

**INTERVIEW PROCESS**

Capital City Partnership will contact all applicants by email. If invited to interview you will be expected to give a presentation (verbal or visual) on a specific topic and to answer several competency-based interview questions. If you require help with your application or interview support please contact one of our funded organisations via this [link](https://www.edinburghguarantee.org/support-job-seekers/help-to-move-into-work).

Interviews are expected to take place on Wednesday 14th August 2024

If you would like an informal chat about this position, please email [iee@capitalcitypartnership.org](mailto:iee@capitalcitypartnership.org)

**EMPLOYEE BENEFITS**

• Hybrid working

• Flexible working

• 26 days starting annual leave, increasing to 31 (pro rata)

• 3 days additional leave for Christmas and New Year closures

• Birthday leave

• 10 public holidays (pro rata)

• Employer pension contribution

• Employee assistance programme

• Personal development opportunities

**RESOURCES**

A company laptop will be provided for business use and either a company mobile phone or a contribution to personal mobile phone bills will be offered.

Training will be offered in appropriate areas.

**OTHER INFORMATION**

Your office workplace will be Capital City Partnership Offices at Fort Kinnaird Recruitment and Skills Centre or 14 Links Place, Edinburgh.

Capital City Partnership operates a 5-day, 35 ¾ hour working week.

Some evening and weekend work may be required, and Capital City Partnership operates a TOiL system.

Payment of the annual salary is by twelve monthly instalments. This is subject to appropriate deductions for National Insurance, Income Tax and Superannuation. Any broken period at the beginning or end of your service will be paid pro-rata. Payment will be made towards the end of each month by direct credit transfer to your bank or building society.

The paid annual leave entitlement is 26 days, increasing by one day per year of service to a maximum of 31 days. Employees also receive 10 paid public holidays (6 floating and 4 fixed). Capital City Partnership’s leave year runs from 1st April to 31st March.

Under statute you are required to make provision for a pension. As an employee of the Capital City Partnership, you are eligible to participate in the Capital City Partnership pensions scheme, which is a contributory scheme, members being automatically contracted out of the State Earnings Related Pension Scheme.

Please note that conditions of service at Capital City Partnership are modelled on those applicable currently in the City of Edinburgh Council and any subsequent amendments, subject to the practicality of their implementation in a small organisation.

Any procedures that have been agreed are in the CCP staff handbook.

As of 1st May 2004, it is a requirement of the Asylum and Immigration Act 1996 that employers verify authenticity of specific documentation relating to an individual’s identity and UK residency status.

**HOW TO APPLY**

Please send your CV and cover letter in one document to [recruitment@capitalcitypartnership.org](mailto:recruitment@capitalcitypartnership.org) along with our Equal Opportunities Monitoring Form.

Please note within the subject line the position you are applying for.

The Closing Date is Noon, 24th July 2024.

Expected interview date – Wednesday 14th August

If you would like an informal discussion about the role, please email [iee@capitalcitypartnership.org](mailto:iee@capitalcitypartnership.org)