

**Job Description**

**Title:** Skills Boot Camp Manager (part-time, 21 hours per week)

**Starting Salary:**£25,997 (£44,257 FTE)

**Duration:** Fixed Term until post March 2026 (extension pending funding)

**Responsible To:** Chief Executive Officer

**Closing Date:** Monday 24th February at 09:00am.

**Application instructions:** Please send your CV and cover letter in one document to [recruitment@capitalcitypartnership.org](mailto:recruitment@capitalcitypartnership.org), along with a completed copy of our Equal Opportunities Monitoring Form.

* CCP encourages applications from people from ethnically diverse backgrounds.
* We are keen to receive applications from people who wish to work flexibly.
* Secondment requests are welcome.

**Organisation Details**

[Capital City Partnership](https://capitalcitypartnership.co.uk/) (CCP) is an arm’s length company of The City of Edinburgh Council and is tasked with the operational development, management and support of local and regional employability and poverty reduction measures. It takes a flexible approach to changing economic conditions, needs and opportunities but its core functions comprise.

* The management of all employability related grants and contracts awarded to external providers by the council and other key partners.
* The management of assessment processes related to bids received for such grants and contracts and making recommendations for funding.
* The provision of policy advice, research, and development support (including secretariat functions) to the city’s Local Employability Partnership and partners.
* The development and maintenance of common communications and management information infrastructure for the Local Employability Partnership.
* Development and support of the Joined Up for Jobs network and the Joined Up for Business partnership.
* Management and coordination of skills centres based on geographical location, including Fort Kinnaird Recruitment and Skills Centre, MacMillan Skills Hub, and FUSE at St James Quarter.
* Provision of support to the Edinburgh and South East Scotland City Region Deal Integrated Enhanced Skills (IRES) programme.

**Job Purpose**

This post is funded by the Integrated Regional Enhanced Skills programme as part of the Edinburgh and South East Scotland City Region Deal. The core job purpose is to set up a new regional Skills Boot Camp offer based on the successful models already developed and operationally running in England. We will be responding to the rapidly growing sectors in the region to offer a skills solution and attract in new talent.

Skills Boot Camps are employer led and offer short term training and guaranteed interviews with employers in growth sectors that require higher skills. Training typically can last up to 16 weeks and is often delivered flexibly (on-line, evening and weekends for example) to enable those who are already working or with other responsibilities to upskill into a new sector. Training is delivered by colleges or training providers who manage the full qualification delivery and accreditation.

The successful candidate will have a strategic and operational remit, linking with the wider regional skills landscape with a significant role in working directly with colleges, training providers and recruiting employers.

We anticipate setting up this new model and the required framework to draw off from to run programmes will take minimum of a year. The initial focus is therefore about development and infrastructure and not delivery.

The Skills Boot Camp Manager will develop and oversee an overall implementation plan for the project with timelines and milestones and the deliver this. We anticipate visits to other locations to understand their Skills Boot Camp approach and learning from their practice will be a crucial element of this stage. We have good relationships in place from those already delivering Skills Boot Camps to offer mentoring and support to the successful candidate, especially around how to create a framework. We also have experience of creating and currently running a similar model for entry level jobs.

Partnership working and networking will be a key element of a successful approach, and the successful candidate will be expected to engage with a wide range of agencies including Edinburgh College, Borders College, West Lothian College and Fife College, and training providers. Establishing a new Employer Enterprise Board to oversee the offer will also be required.

Some travel to England will be initially required to get to know successful approaches and understand the models being offered. After this we anticipate relationships, and any on-going support can be managed virtually via TEAMS.

**Knowledge And Skills Required**

Essential:

* Two years minimum recent senior management experience of working within the employability, skills, education, employer engagement or related network areas.
* Experience of working with employers to support recruitment outcomes.
* Excellent project management skills, including developing and implementing plans to agreed timescales and successfully managing risks and opportunities.
* Experience of recruiting and engaging with people who are job changers, or returners, and those seeking employment.
* Ability to demonstrate an appropriate level of senior relationship building and networking to bring together stakeholders and partners for agreed objectives.
* Experienced in developing marketing strategies to promote and engage effectively with related audiences.
* Meticulous approach to record keeping and recording of information.
* Excellent presentation, verbal, and written communication skills, including report writing for a senior audience and funders.
* Confident in the use of a wide range of software packages, including MS Office.

Desirable:

* Understanding of the Edinburgh and South East Scotland City Region Deal and the Integrated Regional Enhanced Skills programme.
* Experience of procurement and use of Public Contract Scotland, particularly around making a specification call to create a supply chain.
* Experience of delivering employability initiatives.
* Experience of working creating contracts and working within a legal framework (note we have an external law firm to support this and internal expertise).
* Experience of website and/or MIS development.

**Employee Benefits**

* Hybrid working
* Flexible working (flexitime)
* 26 days starting annual leave, increasing to 31
* 3 days additional leave for Christmas and New Year closures
* Birthday leave
* 10 public holidays
* Employer pension contribution
* Employee assistance programme
* Personal development opportunities.

**Other Information**

Your workplace will be The Capital City Partnership Offices at 14 Links Place, Edinburghwith the option of home working.

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

Some evening and weekend work may be required, and the Capital City Partnership operates a flexitime and 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). The 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 CCP 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 the 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](https://capitalcitypartnership.co.uk/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.