

JOB DESCRIPTION

JOB TITLE: **Alternative Funding Assistant (Employability)**

RESPONSIBLE TO: Alternative Funding Advisor

JOB SUMMARY

As a member of the Alternative Funding team, you will develop strong relationships with employers to support participants, including modern apprentices, progress in employment or transition towards employment. You will be responsible to deliver one-to-one support to participants and employers to address a range of identified needs. You will also deliver employability group workshops. This post will involve travelling across South Lanarkshire and beyond.

SPECIFIC DUTIES

To source and identify employers looking to expand and/or upskill their workforce.

To be responsible for the recruitment of suitable participants and apprentices.

To assist employers, and their employees with advice on available funding.

To provide participants with appropriate and effective pre-entry guidance; ongoing support and mentoring; job search skills; pre-exit guidance and aftercare support.

To assist with initial skills assessments and the preparation of individual training programmes in accordance with contractual requirements.

To monitor the progress of participants against appropriate milestones and goals, and review individual training programmes.

To deliver appropriate and engaging individual and group support to help participants enhance their employability skills.

To assist in progressing participants into employment through negotiation with work placement providers or other employers.

To ensure that all relevant participants' records and reports are accurately and timeously completed to meet funders' requirements.

To support marketing of College services to employers.

To be aware of and ensure the implementation of all College policies.

Any other duties as specified by the Line Manager.

Corporate Statements and Values

Vision

To be Scotland's leading College: delivering excellence.

Mission

Preparing learners well for their future, in an outstanding learning environment and inclusive community.

Values and culture

We are:

- inclusive and diverse
- passionate about our roles and responsibilities
- continually improving
- high achieving
- reducing our environmental impact
- delivering community and social value
- committed to health, safety and wellbeing
- creative and innovative
- a listening organisation

This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.

This job may be amended in future to reflect the changing duties of the post.