

Job description for SCQF Development Officer SCQF Level 9

Job purpose

This role will support the SCQF Partnership in a range of activities related to engaging and working with Partners and delivering training and support. In particular, this role will also involve supporting schools in understanding and engaging with the SCQF through recruiting them to the SCQF School Ambassador programme. The postholder will work across a range of projects and activities to provide support to a wide range of other organisations and sectors to help them better understand and engage with the SCQF

Person specification

The postholder will:

- show a commitment to the values of integrity, quality, partnership working, inclusiveness and respect
- be familiar with at least one aspect of the lifelong learning sector
- have excellent written skills including the ability to write project reports, scoping papers and evaluation reports
- Have experience of delivering training in group settings
- excellent verbal communication skills including presentation skills with an ability to communicate effectively on a range of levels
- have experience of leading and managing a range of projects involving external partners
- be a well organised manager of self and others including partners
- be able to demonstrate strong influencing and motivating skills
- be a proven positive and enthusiastic team player
- have experience of effective partnership working
- be job competent in a range of IT packages
- demonstrate a flexible attitude towards supporting all areas of work within the organisation

Roles and responsibilities

The postholder will:

- manage the School Ambassador programme, identifying and training new ambassador schools and providing on-going support for existing ones
- lead the delivery of training and support to organisations across all sectors looking to have programmes credit rated onto the SCQF
- Organise and deliver a conference showcasing SCQF to our range of partners and stakeholders
- Deliver a range of projects to support the implementation of the Framework by employers, the CLD sector and SCQF partners
- work with colleagues and partners to encourage employers to utilise SCQF tools in their recruitment and workforce development processes
- provide on-going support to the SCQF Forum encouraging members to participate in activities which support engagement with the Framework within their organisations/sectors
- lead on the delivery of workshops associated with the My Skills My Future resource
- work with colleagues to develop an employer engagement strategy for the SCQF Partnership
- work with colleagues to provide quarterly reports on activity for internal and external use
- work with colleagues within Engagement and Communication to promote SCQF good practice and news items
- represent the SCQFP at events, working groups and meetings as appropriate