

Scottish Chambers of Commerce Limited

Department:	Education into Enterprise: Learning to Work 2 Project
Job Title:	Employer Engagement Executive (Fixed term 2 year position)
Reports to:	Operations & Development Director
Location:	Glasgow/Edinburgh
Salary:	£30k

Scottish Chambers of Commerce (SCC), in partnership with Adam Smith College and a consortium of colleges across Scotland, is recruiting for an Employment Engagement Executive to join their team in Glasgow. The post will involve working directly with businesses and the partners to promote the Education into Enterprise work placement programme along with meeting the key objectives of the project. The position will be a fixed term 2 year contact beginning January 2011. Some travel will be required.

Overall Purpose of the Position

To develop, co-ordinate, communicate and implement the aims and objectives of the Education into Enterprise Partnership on behalf of SCC Limited and as part of an education/business consortia.

Principal Accountabilities

- To establish, co-ordinate and manage the development and activities of the Employer Engagement Project Team
- To identify and obtain work placement opportunities specifically relating to Scotland's growth sectors
- To develop and maintain productive relationships with all appropriate stakeholders to raise awareness and intelligence as to the aims, objectives and benefits of the programme
- To promote and market the programme to the business community
- To engage with all appropriate employer groups and associations to obtain appropriate work placement opportunities and skills intelligence
- To develop and implement an employer customer satisfaction process
- To work with the partnership in the development of the employer database ensuring an effective and measurable evaluation process is in place to monitor and report on the programme
- To provide regular reporting on the activities of the programme in accordance with the Partnership Reporting Structures
- To produce and manage an operational plan relating activity to target output numbers as agreed by SCC Limited/Adam Smith College

The above tasks are not intended to be exhaustive, but highlight a number of major tasks the post-holder may be expected to undertake.

Specialist Skills and Experience

- Extensive business experience and acumen gained in general management/sales/marketing function/s
- Awareness of the external UK/International environment specifically relating to future skill needs of business
- Demonstrable knowledge and understanding of the Scottish business environment and its needs
- Experience of delivering an excellent customer service, initiating, maintaining, monitoring and continually improving relationships
- Presentation skills to enable and effectively manage a programme of awareness raising
- Target driven – ability to work with minimum supervision to achieve demanding targets
- Experience of analysing and interpreting business and educational data in relation to performance outputs
- Experience of leading a partnership initiative whilst being part of a team
- Experience of dealing confidentially with sensitive information/data

Personal Qualities

- Excellent communication skills – oral and written
- Networker and influencer
- Strong sales and marketing skills
- Highly organised and planned approach to work; ability to work within tight deadlines
- Creative, innovative, proactive and solution driven
- Team leader and player