

Skills Development Coordinator

Department:	Children, Young People, Education and Skills (CYPES)
Section:	Young People, Further Education, Higher Education and Skills
Reports to:	Skills Development Leads
JE Ref:	CYP1156.1
Grade: CS08	JE Date: 05/01/2024

Job purpose

The post holder will coordinate the timely delivery of a portfolio of skills development services including; marketing, events, work experience and similar initiatives.

The post holder will work closely with schools, parents, employers and the wider community to build awareness and understanding of Skills Jersey and create skills development training, events and work experience that meet the needs of the community.

Job specific outcomes

1. Organise and deliver Skills Jersey Events and work experience presentations, debriefing sessions and opportunities to ensure clear communication between stakeholders and solve logistical problems to ensure the smooth running of such activities.
2. Creating and delivering marketing and communication strategies to maintain and develop communications between Skills Jersey and the local business community.
3. Plan and implement the Trident Work experience scheme for all Key Stage 4 students in Jersey (approximately 1,100 students per year).
4. Coordinate, promote, communicate and develop Skills Jersey's links by connecting education and life-long learners with local industry, ensuring a positive corporate image is created.
5. Continually review, update and develop the Skills Jersey Government of Jersey website, social media pages and the Jersey Skills Show website, ensuring that the general public and key stakeholders have access to relevant, up-to-date information and enquiries are dealt with promptly.
6. Identify, recruit and negotiate with employers willing to provide high quality work experience and skills promotion events/opportunities.
7. Negotiate with employers to create job descriptions for a variety of student roles, e.g. work experience, paid internships, apprenticeships.
8. Establish and maintain multiple partnerships with education

establishments to ensure that students and staff can input into the development and creation of work experience opportunities, employer insights, skills and careers events and other skills related initiatives.

9. Advise and match students with suitable work experience placements based on ability and relevant factors.
10. Administer, organise and promote training sessions utilising skills funds, bursaries and related budgets to upskill Jersey's workforce.
11. Responsible for creating thorough reports to demonstrate training and initiatives provided via skills funding.
12. Create, co-ordinate and distribute communication to Jersey students on and off Island, including the termly e-newsletter, e-shots and postal mail shots to local undergraduates / most recent graduates.
13. Undertake and record Health and Safety visits at the premises of local employers to review, evaluate and ensure the suitability of work experience placements for pre-16 year old students (with reference to the H&S law)
14. Deputise for Skills Development Leads where necessary.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Services (TIER 1,2 and 3 jobs only-DELETE if not applicable)

- List the primary service areas that are accountable to the role
- XX
- XX

Organisational structure

Government Departments



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Educated to A-level or equivalent.	Holder of IOSH Working Safely for Work Experience Organisers Certificate CIM Marketing or Digital Marketing qualification.
Knowledge	Knowledge of digital marketing channels and platforms, including social media and email marketing.	An understanding of branding and design, and how they play a role in effective marketing campaigns. Good knowledge of Health & Safety at Work (Jersey) Law 1989 - thereby reducing the risk of legal action being taken against the Department
Technical / Work-based Skills	Have excellent information technology skills especially in respect of the Microsoft Office suite to include Word, Excel, Outlook, etc. Familiar with digital marketing tools, social media tools, and able to learn new software quickly.	Experience delivering physical and online training
General Skills/Attributes	Able to prioritise and meet strict year-round deadlines. Able to communicate effectively with a wide variety of people (students, employers from all sectors,	

	educational professionals and parents) in an appropriate manner	
<p>Experience This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</p>	<p>Experience of working in a marketing, communications, events or education related field.</p> <p>The post holder should have good experience of working in an organisation providing high quality customer service.</p>	

Personal Attributes

Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.