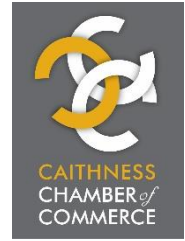




NORTH HIGHLAND

Developing the
Young Workforce



STRONGER
TOGETHER

Post	DYW Administrator Salary £22,000 per annum * (full or part-time) (* part time salary pro-rata)
DYW North Highland	<p>Launched in September 2015, the main aim of DYW North Highland is to build strong and sustainable partnerships between employers and education. Better preparing our young people for the world of work by inspiring confidence and helping them gain relevant employability skills for their future career.</p> <p>Under the Scottish Governments Young Person's Guarantee, launched November 2020, we are committed to connecting every 16 to 24 year old in Scotland to an opportunity. This could be a job, apprenticeship, further or higher education, training programme or volunteering.</p>
Responsible to (Person)	DYW Employer Engagement Officer
Duties and Responsibilities	<p>The key aim of the post is to assist the DYW team and provide an efficient administration service to the DYW programme. The following key tasks will be undertaken to achieve this:</p> <ol style="list-style-type: none">1. Provision of general office support services2. Filing and maintenance of records3. Assisting in the development and maintenance of effective administrative procedures and systems appropriate to the needs of the programme4. Organising events/meetings5. Updating and verifying of databases/website/Sharepoint6. Other duties as determined by the DYW Employer Engagement Officer <p>This is not an exhaustive list but a guide to the role</p>
Location	<p>This post is based in Thurso at the Chamber's offices in the Naver Business Centre. The Chamber does operate a hybrid working model whereby employees have an option to work a minimum of 50% of their time in the office on set days and the remainder at home. However, the successful applicant <i>will be</i> required to be office based for a period of time to be familiarised with the role/organisation.</p>



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DYW ADMINISTRATOR PERSON SPECIFICATION

POST	DYW Administrator (full / part time)
<i>Attributes</i>	
1. EXPERIENCE	<ul style="list-style-type: none"> • Minimum two years' experience in a similar role
2. EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> • HNC or equivalent in Business Management desirable • Computer literate with good working knowledge of MS Office & updating websites • Good level of written, verbal and numeracy skills
3. ATTRIBUTES	<ul style="list-style-type: none"> • Enthusiastic, highly motivated, flexible and efficient
4. SKILLS/ABILITIES REQUIRED FOR POST	<ul style="list-style-type: none"> • Excellent organisational skills with excellent attention to detail and accuracy • Ability to work as part of a team as well as acting on own initiative • Ability to build and maintain relationships with colleagues and external stakeholders to ensure individual and team objectives are achieved • Ability to manage multiple demands on time and prioritise key tasks • Knowledge of the skills sector desirable
5. INTER-PERSONAL AND SOCIAL SKILLS	<ul style="list-style-type: none"> • Strong interpersonal skills and flexible approach to working

How to Apply

Please send a full CV along with salary expectations and a brief as to why you are the best applicant for the post. The brief should be a maximum of 2 A4 sheets. Please ensure the brief shows evidence of the criteria in both the job and person specification.

CV and brief should be e-mailed to Trudy Morris, Chief Executive
recruitment@caithnesschamber.com