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**September 2023**

**DYW Programme Manager**

Thank you for the interest you have shown in the above role.

This is an exciting time for Developing The Young Workforce as we enter our third year of schools coordinators within secondary schools, creating innovative employer engagement activities, with lots of supportive employers across a range of growth and emerging sectors.

You should find everything you need in the following Job Description and Person Specification but if you need further information, or would like an informal conversation before applying, then please contact me at [colin@inverness-chamber.co.uk](mailto:colin@inverness-chamber.co.uk)

To apply please email me with your CV and a short covering letter (maximum 1000 words) which outlines why you would like be the DYW Programme Manager, why you think you are suitable for the post and how your experience to date matches the person specification. The closing date for applications is 29th September ‘23 and initial interviews are likely to be in the week of 16th October ‘23.

I look forward to hearing from you

Yours faithfully

Colin Marr

Chief Executive

Inverness Chamber of Commerce

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**DYW Programme Manager**

**Background**

**Developing the Young Workforce (DYW)**

Established in 2014 the Developing the Young Workforce (DYW) Regional Groups are a national network of industry led groups tasked with strengthening and developing employer engagement with education. DYWICH is hosted by Inverness Chamber of Commerce.

The groups engage directly with key stakeholders, including educators, to understand how businesses can better prepare our young people for the world of work and use this knowledge to enhance and expand engagement and partnerships between schools and the business community. In addition, they support sector organisations and the business community to develop and promote current and future employment opportunities for young people, including growing the Apprenticeship family.

**DYW Inverness and Central Highland (DYW ICH)**

DYWICH is the industry led regional group for Inverness and Central Highland. We are a small, high performing team who are passionate about what we do to inspire and better prepare the next generation for the world of work.

In 2020 the capability and scale of the DYW Inverness and Central Highland regional group expanded, with funding being made available to recruit DYW School Coordinators to work directly in secondary schools across the region. This provides the core team with school based co-ordinators to support the delivery of business engagement in school.

**DYW Inverness and Central Highland Programme Manager**

The DYWICH team is led by the Programme Manager who has overall responsibility for delivering the programme. Within the central team there is also an Employer Engagement Manager who leads on working with employers and an Operations Manager who is the day to day line manager for the Schools Co-ordinators. There are 7.5 FTE school coordinators who cover the 14 secondary schools within the Inverness and Central Highland Area.

**Inverness Chamber of Commerce (ICC)**

The programme is hosted by Inverness Chamber of Commerce who are one of the region’s main business support organisations. All DYW ICH staff are employed by ICC and there is a growing synergy between DYW ICH and ICC.

**DYW ICH Employer Board**

The DYC ICH Employer Board are a group of private and public sector employers who come together on a regular basis to give advice to DYW ICH that helps ensure the programme is delivering opportunities that are relevant to local employers.

**DYW Programme Manager**

**Job Description**

**Job Title**: DYW Programme Manager

**Salary**: £37,128 per annum f/t 35 hours

**Location(s):** Inverness

**Contract:** F/t - Monday to Friday. This is a permanent post, however the continuation of the post is dependent on the continuation of Scottish Government funding. Funding is currently confirmed to March 31st 2024 but continuation for at least a further year is very likely, with a view to extending further subject to funding.

**Responsible to**: Chief Executive Officer – Inverness Chamber of Commerce

**Responsible for:** 2 x direct reports – Operations Manager and Employer Engagement Manager

**Overall Purpose of the Post:**

The Programme Manager is the driving force of DYW Inverness and Central Highland . You will be supported by a small but strong and experienced team of staff and the DYWCH Board who represent key sectors from industry in the region. You’ll drive performance within the team guided by a set of national KPIs. Delivery of activities to meet these KPIs will be the key success measures to demonstrate we are achieving our intended impact. Delivering the qualitative measures is equally as important, as we take pride in the education – employer partnerships and activity delivering meaningful, sustainable, positive impacts through their activity and interactions with young people.

You’ll be expected to drive the strategic approach of the DYW Inverness and Central Highland team through to delivery, raise the profile of DYW Inverness and Central Highland and, through your ability to persuade and influence others, ensure key stakeholders and the business community understand the benefits of engaging with DYW Inverness and Central Highland.

The role will include key stakeholder engagement and management, including with Scottish Government, DYWICH Board, Local Authorities, the Inverness and Central Highland business community, Education and a number of relevant partners.

This is an externally facing, high profile role within the business and education communities in Inverness and Central Highland, with successful relationship and partnership management with a wide range of stakeholders and the ability to manage multiple projects and workstreams, essential to your success.

**Responsibilities and Key duties**

**Leadership, Management, Planning & Reporting**

* Lead on strategic planning and objective setting for the DYW Inverness and Central Highland programme; lead, develop and deliver a DYW Inverness and Central Highland operational plan, and objectives to meet national KPIs for the Programme team and extended team of DYW School Coordinators, in relation to current and emerging priorities as determined by Scottish Government policy
* Manage day to day operations within the DYW Inverness and Central Highland programme. Line manage and support the DYW Inverness and Central Highland Operations Manager and Employer Engagement Manger, sustaining and driving their performance against KPIs: set key deliverables, annual performance development reviews and regular 1-2-1s.
* Raise the profile of DYW Inverness and Central Highland through organising and presenting at key business networking and engagement events and delivery of an agreed Comms plan.
* Embed a culture of performance monitoring and development, ensuring achievement of the DYW KPIs. Demonstrate behaviours that drive a culture of openness, inclusivity and effective leadership.

**Programme Management**

* Responsible for the governance and compliance of financial, resource and performance management. Work in conjunction with Inverness Chamber of Commerce CEO and Finance Manager to ensure the timely and accurate collection of financial information for funding claims. Ensure that robust business systems and processes are in place to support corporate governance
* Produce timely qualitative and quantitative reports for the DYW Inverness and Central Highland Board, Scottish Government and key stakeholders
* Embed and promote the principles of equality, inclusion and valuing diversity in Stakeholder and Partnerships Engagement. Practice effective risk management processes in discharging the responsibilities of the role. Ensure that all tasks are carried out in accordance with Health and Safety legislation and Health and Safety Policies and procedures.

**Stakeholder Relationships**

* Identify, build and maintain influential relationships with senior leaders across the DYW Inverness and Central Highland Board, Inverness and Central Highland business community, key stakeholders, partner agencies and the national DYW network. Where appropriate chair meetings with stakeholders.
* Work in partnership with Local Authorities to lead and maximise the opportunities to strengthen and grow education employer partnerships and engagement via the DYW School Coordinators network.
* Support the DYW Inverness and Central Highland Board in the continuous development of DYW and promote the DYW agenda with passion, enthusiasm and professionalism and ensure the DYW Inverness and Central Highland Board and Chair are appropriately informed of progress against targets and expectations.

The job description is not exhaustive, the post holder may be asked to undertake and perform other responsibilities and duties which are appropriate to the scope and seniority of the post.

The role is classed as ‘Regulated Work’ A Protection of Vulnerable Groups (Scotland) membership is required (application to the scheme made by the Chamber of Commerce upon conditional offer of the post)

All of the responsibilities and duties are to be carried out according to the Inverness Chamber of Commerce’s standards, policies and procedures

**DYW Programme Manager**

**Person Specification**

**KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED**

**We have listed below some of the education and qualifications/ experience / skills and abilities and personal qualities we think are required to do this role. We don’t expect anyone to have all of these attributes – if you can tick the box on most of these, we would be delighted to have your application**

**Education and Qualifications**

* Degree level qualification in business related discipline or relevant business experience or relevant management experience

**Experience**

* Experience of leading, motivating a team and delivering project milestones and objectives on time and on target
* Experience of customer relationship management and stakeholder engagement, and the ability to develop and maintain effective partnerships and collaborations with external organisations. Ability to manage challenging relationships in order to achieve positive outcomes
* Knowledge and experience of skills policy and strategy
* Experience of workforce development and skills planning

**Skills / Ability**

* Proven leadership skills
* Strong organisational skills
* Sound analytical and problem solving skills
* Excellent communication, networking and organisation skills
* Ability to work collaboratively
* Knowledge of staff appraisal and performance management

**Personal**

* A demonstrable ability to negotiate, persuade and influence others
* Ability to work on own initiative, manage own time, prioritise and meet tight deadlines
* Proactive and customer focused
* Valid UK driving licence with regular access to car
* Willingness to travel regionally (regularly) and nationally (occasionally)

**To Apply**

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