

**Supervisor - Employability**

**Grounds for Growth Programme**

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| **Job Title** | Employability Supervisor |
| **Wage** | £28,476 |
| **Location** | Various locations throughout Fife |
| **Shifts** | 36 hours per week – Monday to Friday |
| **Duration** | Until 31st March 2025 |
| **Number of vacancies** | 1 |
| **Closing date** | 5th November 2023 |
| **Company** | Rural Skills Scotland Ltd. |

Rural Skills Scotland Ltd. are a not-for-profit sharing company who are wholly dedicated to providing opportunities for local people to gain skills and access to employment in the land-based sector. This is done through:

* Supporting the delivery of Apprenticeships and Vocational Qualifications across Scotland
* Direct delivery of employment through or sister contracting company
* The provision of pre-employment volunteering and employment opportunities through our Grounds for Growth Programme.

We are looking to employ an experienced Employability Supervisor who will work with us to deliver our Grounds for Growth land-based employability programme. The post will be based in one of three locations in Central Fife. The posts are initially funded until 31st March 2025 but may be extended subject to securing additional funding for future programmes.

We expect the Supervisor to work in partnership with local organisations to promote the programme and to take part in the recruitment of participants to the programmes. This will include working with the Local Authority, DWP, Local Community and Third Sector organisations. In addition, the Supervisor will work with colleagues to firm up the various training programmes contained within the programme and bring them to fruition.

The Supervisor will be responsible for working on a day-to-day basis with the participants, be that through the direct delivery of training experiences or on-site supervision for the delivery of small land-based community projects.

In return, the Supervisor will receive a competitive salary, access to the company pension programme, 30 days leave per annum. As a training organisation, we are committed to the development of all staff including providing opportunities for the Employability Supervisor as appropriate. The Supervisor will be based at our offices in Kirkcaldy until the first group of participants are in place. Additionally, the Supervisor is likely to have access to a works vehicle for the duration of the programme.

Key Responsibilities:

* Day to Day delivery of the organisations Grounds for Growth programme
* Direct delivery of training and employability support to participants
* Providing pastoral support for those taking part in the programme
* Establishing good relationships with a range of local partners from the Local Authority, statutory, local and third sectors
* Complete case records and track progress of participants as required
* Work with both volunteers and paid participants
* Carry out risk assessments considering the specific needs of the participants
* Participate in team meetings, take part in support and supervision and training
* Undertake any other reasonable duties or tasks as requested by the company

**Grounds for Growth Programme**

The programme will deliver the following activities:

5-week voluntary programme for up to 6 individuals.

Made up of:

3 weeks of basic training and on-site “experiences”, including NPTC certification

2-week placement with RSS Countryside Management or one of our partner organisations

3 – 4 rotations of this programme per annum

13-week paid programme, 5 days per week and paid at NMW for up to 4 individuals

Participants will take part in further development training

Participants will take part in small scale land-based projects in the local community/parks

Participants will take part in further placement opportunities in a range of settings

3 – 4 rotations of this programme per annum

**What experience do I need to have to apply?**

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|  | **Essential** | **Desirable** |
| **Skills and Qualifications** | Educated to an HND Level or equivalent.Full clean driving licence | Emergency First Aid +F CertificateNPTC Qualifications in Forestry |
| **Specialist****Knowledge &****Skills** | Ability to drive a mini busEmergency First Aid at Work CertificateExperience of Risk Assessment and Management | CSCS qualification  |
| **Interpersonal &****Communication****Skills** | Excellent decision making skillsAbility to communicate with a wide range of individuals and groups at various levels of seniority.Experience dealing with public, private and voluntary sector organisations |  |
| **Relevant****Experience** | Experience in a project management roleBudget management experienceSupervisory experience in land-based activities | Experience working in the land-based sector. |
| **Additional****Requirements** |  | The ability to be flexible and adaptable as the role develops |