

Job Description and Person Specification: Make Your Mark Skills Development Officer

Keep Scotland Beautiful – Your charity for Scotland’s Environment

Our Vision	A clean, green, sustainable Scotland.
Our Mission	To inspire changes in behaviour to improve our environment, the quality of people’s lives, their wellbeing and the places that they care for.
Our Values	<p>We are Collaborative – we believe in collaboration and the power of working in partnership with a cross section of society.</p> <p>We are Positive – about the changes that people, communities and organisations can make.</p> <p>We are Ambitious – and will match the environmental challenges we face with positive action.</p> <p>We are Innovative – and ensure our work develops to meet the needs of those we aim to inspire and support.</p> <p>We are Influential – we use our influence to support others make environmental improvements.</p>
Our Way	<p>Community engagement – We support, celebrate and recognise the achievements of those taking positive action to protect and enhance our natural and built heritage.</p> <p>Climate Action Schools – We provide education initiatives for children, young people and educators to help you understand the challenges our environment faces and to empower you to take positive action.</p> <p>Campaigns – We raise awareness of the challenges our environment faces, gather evidence and inspire everyone to rethink behaviours and take positive action.</p> <p>Training, assessments and awards – We support you to understand, fulfil and exceed your environmental responsibilities using bespoke training, audits and assessments. We celebrate your success with awards.</p>

Job Title: Make Your Mark Skills Development Officer
Job Grading: Level 2 - Officer
Location: Stirling
Reporting to: Communities Manager

Job Purpose

Reporting to the Communities Manager, the Make Your Mark Skills Development Officer will deliver a programme of accredited skills training focused on built, cultural and natural heritage to people facing complex barriers to employment, in a community college setting in Edinburgh city centre, working alongside [Access to Industry](#) who support clients in recovery from problematic substance use, moving on from experience of being in conflict with the law, or affected by homelessness.

This post is in partnership with [Make Your Mark](#), Scotland's campaign for increasing the number and diversity of heritage volunteers through three activity strands: 1) Skills development programme to support people facing barriers to employment through structured training and supported pathways into volunteering and employment opportunities; 2) Community of practice supporting heritage volunteer organisers; and 3) Sectoral research surveying heritage volunteer organisers and volunteers to identify current sectoral needs and practices. This post pertains to activity strand 1.



Make Your Mark is made possible with funding from The National Lottery Heritage Fund and Historic Environment Scotland.

Key Responsibilities

1. Deliver a structured programme of cultural heritage training for cohorts of individuals to facilitate volunteering opportunities, further training or entry to the workplace.
2. Build and maintain professional relationships based on empathy, understanding and respect with project participants and partners, collaborating to ensure training is engaging, relevant, suitable and accessible for the audience.
3. Carry out planning, record keeping, administration and assessment processes as required.
4. Support the ongoing development of training units and participate in quality assurance processes.
5. Organise and attend meetings, events and celebrations in relation to the project.
6. Ensure activities adhere to funders' outcomes and support monitoring and evaluation processes.
7. Work with partners to resolve day-to-day issues associated with the delivery of project activities.
8. To contribute to communication plans and campaigns to effectively promote and publicise the project as required.
9. To develop and maintain close communications with fellow employees to ensure the maximum flow of information, understanding and ideas.
10. To become familiar with and adhere to all internal policies and procedures.
11. To ensure compliance with the company's Health and Safety Policy.
12. To observe the company's Equal Opportunities Policy.
13. To undertake such work as may be determined from time to time up to or on a level commensurate with the main responsibilities of the post.

Note: This is not to be viewed as an exhaustive list of duties, rather, the key elements of the expected workload.

Person Specification: Make Your Mark Skills Development Officer

	Essential	Desirable
Education / Training	<ul style="list-style-type: none"> Relevant qualification at HNC / SCQF Level 7, or relevant work experience relating to the role 	<ul style="list-style-type: none"> Health and Safety training Teaching/training qualification or equivalent experience SQA/Qualifications Scotland Assessor or Verifier training Carbon Literate
Experience / Skills	<ul style="list-style-type: none"> Experience of working in a community setting Experience of delivering training / skills development / teaching Knowledge of, or experience in built, natural and/or cultural heritage 	<ul style="list-style-type: none"> Experience of supporting individuals with complex needs Experience in risk assessment for community activities Experience of administering learning programmes eg SQA/SCQF vocational qualifications Ability to create, maintain and enhance working partnerships Experience of delivering outdoor learning activities Understanding of the climate emergency Experience / interest in arts / crafts / culture
Competencies	<ul style="list-style-type: none"> Please see separate Competencies document for this job grade. 	
Values and Attitudes	<ul style="list-style-type: none"> Commitment to the aims and objectives of Keep Scotland Beautiful; combat climate change, tackle litter and waste and protect and enhance the places we love Values: Collaboration, Positivity, Ambition, Innovation Commitment to fair, inclusive, equal opportunities and healthy and safe working practices Able to exercise discretion in handling confidential and sensitive information 	
Other	<ul style="list-style-type: none"> Ability to travel Willingness to participate in training (where relevant) PVG check will be required 	