



Job Description

Project Skills Co-ordinator

Employer	Denne
Located at	Construction Skills Centre to be established as part of Denne's construction works at South Kilburn, North West London
Term	Fixed term contract – 15 months

JOB SUMMARY Brief statement of its purpose and objectives	Responsible for delivering the Employment & Skills plan on a major regeneration project. This will support the skills development of new entrants such as apprentices and work experience students, and the existing workforce through the attainment of NVQs and CSCS health & safety tests. It will also help support the development of a skills culture, provide school engagement activities and create opportunities for community engagement.
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Staff reporting	
Line Management	The Project Skills Coordinator will report to Nicholas Fowler – Denne Business Improvement Manager

JOB CONTENT – The job encompasses the following duties:	
	<ul style="list-style-type: none">Co-ordinate on-site assessment for site operativesInvigilate CSCS Health & Safety tests (full training will be provided)Oversee the project based apprenticeship programmeArrange work experience placements with trade contractors and liaise with the schools and Education Business PartnershipProvide support and guidance to trade contractors taking on work experience placementsMonitor and report on employment and skills outputs against the KPIs on a monthly basisPrepare appropriate documentation to support skills developmentMaintain records of activities and attendance
<i>Note – The above job content is subject to change as position develops</i>	



Person Specification

POST Project Skills Coordinator

PROJECT NAME South Kilburn Regeneration project

The attributes that will be necessary for the Candidate to have in order to undertake the role of Project Skills Coordinator are set out below. These have been categorised as essential and desirable: These attributes should be addressed in the application form and will form the basis of an interview if it were offered in connection with this position.

Essential attributes

1. **Interpersonal and communication skills** – an ability to get on well with other people, work as part of a team, comfortable in communicating verbally with groups and individuals, and preparing and presenting reports.
2. **Planning and organisational skills** – to adopt an organised and systematic approach with the ability to be flexible, and to plan and schedule work.
3. **Problem solving** - an ability to gather and assimilates information needed to solve problems, assess risks, take ownership and resolve straightforward issues quickly and effectively
4. **Key board and basic IT literacy** – an ability to enter data on a database, use word processing, spreadsheet and email software and prepare performance reports.
5. **Liaison and coordination skills** – an ability to liaise with individuals and organisations, and coordinate activities.
6. **Assertiveness** – an ability to understand other peoples' point of view and to clearly explain what is required in terms actions and outcomes.
7. **Upholding values** – an ability and understanding of the need to uphold values of the Company and the need for people to be treated with respect and dignity.

Desirable attributes

1. **Knowledge and experience of vocational training** – an understanding of skills development at secondary schools, further education and work-based learning.
2. **Knowledge and experience of agencies working in the skills and employment sector** - these include ConstructionSkills, Connexions, Education Business Partnerships etc.