

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	We are Collaborative – we believe in collaboration and the power of working in partnership with a cross section of society. We are Positive – about the changes that people, communities and organisations can make. We are Ambitious – and will match the environmental challenges we face with positive action. We are Innovative – and ensure our work develops to meet the needs of those we aim to inspire and support. We are Influential – we use our influence to support others make environmental improvements.
Our Way	Community engagement – We support, celebrate and recognise the achievements of those taking positive action to protect and enhance our natural and built heritage. 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. Campaigns – We raise awareness of the challenges our environment faces, gather evidence and inspire everyone to rethink behaviours and take positive action. 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.

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	Relevant qualification at HNC / SCQF Level 7, or relevant work experience relating to the role	- Health and Safety training - Teaching/training qualification or equivalent experience - SQA/Qualifications Scotland Assessor or Verifier training - Carbon Literate
Experience / Skills	- 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	- 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	Please see separate Competencies document for this job grade.	
Values and Attitudes	- 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	- Ability to travel - Willingness to participate in training (where relevant) - PVG check will be required	

LEVEL 2 – OFFICER

COMPETENCIES

Overview of KSB Competency Framework

Competencies are the personal attributes of an individual, described in terms of behaviour, which are key to effective job performance within a particular role.

KSB have a core competency framework in place which is designed to define the individual competencies for each level across the organisation. This is intended to provide transparency and support team members in achieving their career goals.

The competency framework spans across 10 core competencies in total as detailed below. KSB have 7 job grading levels across the organisation, and the competency framework builds on each level with expected behaviours increasing as team members progress through the organisation.

Below is a summary of the competencies for Level 2 – Officer.

1. Behaving Ethically

- Build on understanding of the organisation's environmental vision and values

2. Operational Delivery

- Demonstrates sufficient knowledge, experience and skills within operational area and project(s)
- Takes on more challenging and complex work and project(s)
- Develops a friendly and professional relationship with stakeholders

3. Communication

- Keeps stakeholders up to date with progress on assignments
- Uses the appropriate communication method i.e. telephone, face to face, email, letter etc.
- Demonstrates a high level of verbal and written communication skills
- Effectively communicates with stakeholders

4. Teamwork & Collaboration

- Actively listens and considers the views and actions of others
- Willingness to share information and ideas
- Makes time for other employees across the organisation

5. Financial Awareness

- Develops awareness in understanding KSB's revenue streams
- Demonstrates a sound level of knowledge of the funding in the area working in
- Displays basic financial management
- Develop an understanding of how we price work

6. Business Development

- Identifies opportunities with existing and new stakeholders / funders and potential cross selling opportunities
- Knowledge of the organisation's services and activities to recognise upselling opportunities for management
- Develop an understanding of new opportunity pipeline
- Support bid, proposal and tender draft preparation through preparing and drafting information
- Networking internally across departments
- Actively promotes a positive image of the organisation

7. Planning & Organisation

- Effectively manages daily and weekly workload and priorities effectively
- Forward plans workload with the assistance from management

8. Leadership & Management

- Undertakes supervision of Level 1 – Assistant / Intern employees as required
- Assists junior members of the team with development as required
- Delivers on the job training
- Leads by example

9. Problem Solving

- Uses knowledge, experience and resources to assist in problem solving
- Pro-actively seeks solutions to problems
- Proactively generates ideas and improvements to current practices

10. Personal Effectiveness

- Manages own development
- Responds to client needs in a timely and professional manner
- Shows a commitment to undertaking difficult tasks

Before completing your application, please refer to the following for guidance.

As part of Keep Scotland Beautiful's commitment to the environment, we are endeavouring to reduce the amount of paper that we use. It is asked of all applicants, where possible, that they complete their applications electronically and e-mail them back to the charity. If there are any special circumstances that prevent this, please contact us and we will forward hard copies of all information.

IMPORTANT:

Please be sure to fill in which post you are applying for and the date of your application.

A. Introduction

The decision on who to invite for interview is based on the information provided in completed applications. Therefore, you should use the application form to show how you meet the requirements of the job. Please note that we will only accept curriculum vitae from applicants whose disability makes it difficult for them to complete an application form. All applicants, however, need to show how they meet the person specification.

B. Job description and person specification

You should have received a job description and a person specification with the application pack. The job description lists the job title, location, purpose and main tasks of the job. The person specification lists the experience, skills, abilities and knowledge and required competencies that the successful applicant will need to perform the job effectively. The person specification is divided into what the successful applicant must have (the essential criteria) and what it would be helpful for them to have (the desirable criteria).

C. Application form for employment

Section 1 Personal Information

Please complete personal detail in full

Section 2 Education

Please detail secondary schools or colleges attended, subject/s studied and grades of any qualifications gained

Section 3 Further Education

Please give detail of college, university attended, subject/s studied and qualifications gained. If achieved through distance learning, please give detail of examining body. In this section you can detail any memberships of professional bodies

Section 4 Courses Attended

Please give detail of courses attended that relate to personal development or on the job training. This may include short courses and evening classes where you have gained accreditation, certificate or other.

Section 5 Employment History

Please start with your current or most recent employer, and work backwards in chronological order. Do include any periods of military service, registered unemployment and temporary/voluntary employment.

Section 6 Meeting the Person Specification

This section of the application form is particularly important. When completing your application you must show how you meet the person specification rather than the job description, otherwise your application will be incomplete and we will not be able to process it. This is most easily done by taking each point on the person specification in turn.

- Remember, we can only decide to invite you for interview based on the information provided in your application.
- For disabled candidates who may have difficulty completing an application form only - if you are going to send us your curriculum vitae you still need to provide information about how you meet the person specification in the way outlined above.
- If you would like help completing your application, please contact us before the closing date and we will be glad to help you.
- You can continue on additional sheets of paper if necessary, but try to be precise, factual and succinct. The important element here is to try to demonstrate your suitability in a brief manner. Remember, we will have lots of information to consider and will concentrate on the key facts. You will get a chance to express yourself further at interview if selected

Section 7 Other Information

This section is also important. We will want to know about any specific skills, possible career achievements and attributes that enhance your employability. You may wish to tell us what kind of person you think you are and what you would bring to this position.

Section 8 Other Interests

This helps us know a bit more about you, so detail your hobbies, interests or pastimes.

Section 9 General Questions

It is important for us to know what your notice period is so please check this out with your existing employer. Some of our job roles have an essential requirement to hold a valid UK Driving Licence. Where this is the case we ask you to confirm this.

Section 10 Criminal Convictions

The Rehabilitation of Offenders Act 1974 does not require applicants to give details of any convictions that are spent, unless the post is exempt from the Act. However, you must declare all spent / unspent convictions if the post you are applying for is subject to a Protection of Vulnerable Groups (PVG) Disclosure check. Failure to disclose such convictions could result in disciplinary action or dismissal.

The person specification for each role details whether or not a PVG Disclosure check will be applicable

Section 11 Guaranteed Interview Scheme

Our Equality & Diversity policy includes our commitment to making reasonable adjustments to meet the needs of applicants and employees with disabilities. This means that any job applicant who has a disability and meets the essential job requirements will be guaranteed an interview (Guaranteed Interview Scheme).

Section 12 Referees

Please give details of two people (not relatives) that we could approach for references, one of which should be your current or most recent employer. Please ensure that you have obtained their permission prior to submission. By completing this section, we will assume you have given these referees permission to disclose information about you to us.

Section 13 Signing your Application

Before submission, make sure that you have signed and dated your application. If you forward by e-mail, this will be deemed confirmation of your application and the information contained therein. Disclosing false information could lead to your dismissal from Keep Scotland Beautiful.

D. Equal Opportunities Monitoring Information

Keep Scotland Beautiful recruits and selects employees by using job-related criteria (the person specification). To ensure that this process is fair, we need to find out how you found out about this vacancy. In addition, we would like information about your gender, age, ethnic origin and disability. We then compare, anonymously, who applies, who we shortlist, and who we appoint, with information about the labour market.

Please complete the enclosed equal opportunities monitoring information form and return it with your application. Please note that this information is separated from the application form before short listing and interviewing.

E. Disability Equality

Keep Scotland Beautiful recognises the exclusion and disadvantages that people with disabilities can experience because of social, economic and material barriers, created by the world in which they live. Keep Scotland Beautiful also recognises that people with disabilities may be enabled by learning additional skills.

Keep Scotland Beautiful will take steps to ensure that it meets its obligations under the Equality Act 2010 and, where possible, exceeds them. This includes making reasonable adjustments to meet the needs of trustees, committee members, job applicants, employees, customers and volunteers, who may have a disability.

Completed Applications

All completed applications and equal opportunity forms should be submitted to jobs@keepscotlandbeautiful.org

Job Application Privacy Notice

Data controller:

Keep Scotland Beautiful, Glendevon House, The Castle Business Park, Stirling, FK9 4TZ

Data protection officer:

Barry Fisher, Chief Executive

As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the organisation collect?

The organisation collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The organisation may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The organisation may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The organisation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored securely in a range of different places, including on your application record, in personnel management systems and on other IT systems (including email).

Why does the organisation process personal data?

The organisation needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

The organisation may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the organisation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the organisation may keep your personal data on file for a period of six months in case there are future employment opportunities for which you may be suited. The organisation will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the corporate services team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure Scotland Service to obtain necessary criminal records checks.

The organisation will not transfer your data outside the European Economic Area.

How does the organisation protect data?

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please email us on data@keepscotlandbeautiful.org or telephone us on 01786 471333.

If you believe that the organisation has not complied with your data protection rights, you can contact the Information Commissioner's Office.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.

Automated decision-making

Recruitment processes are not based on automated decision-making.