

**Edinburgh Chamber of Commerce
(Developing the Young Workforce Regional Group)**

**Developing the Young Workforce Programme Delivery Manager
Job Description**

Contract: 35 Hours Per week, Monday to Friday

Salary: £43,844 per annum

Developing the Young Workforce (DYW) is a vital part of Scotland's careers & skills system. We are employer-led and it is our priority to make it easier for employers to connect with young people in schools and colleges across Scotland. It's a team effort to support young people to prepare for the world of work. Through DYW, employers can provide inspirational opportunities for young people to help them understand and develop the skills they need to succeed.

The Role:

The Programme Delivery Manager will be responsible for supporting the co-development and delivery of quality employer-led experiences across the region, collaborating with an 'eco-system' of partners to ensure effective delivery of DYW activity and support improved positive destinations for young people in our region.

As Programme Delivery Manager, you will support the delivery of a regional plan and employer engagement strategy and work to enhance team performance and collaboration to support achieving the DYW KPIs.

The role involves engagement with a range of stakeholders, including:

- Employers: in collaboration with local engagement structures to create, capture and promote opportunities for education and industry to connect, support inclusive recruitment practice, promote development of good employer vocational routes into employment and build trusted and productive relationships.
- Education: work closely with senior leadership teams in schools and local authorities, to support the delivery of DYW Partnership Agreements and industry and education partnerships.
- Wider employability partners: to ensure complementary delivery of services and a 'no-wrong door' approach across the employability network.

Possessing excellent communication skills and demonstrating competence in leading people to deliver impact and dealing with businesses and people at all levels up to the highest senior management, the Delivery Manager will support all aspects of the DYW programme.

Responsible to:

The DYW Programme Delivery Manager is responsible to the DYW Programme Director.

Responsible for:

Line management of a number of team members.

Overall Purpose of the Post:

- Manage engagement with regional employers and partners to co-develop and deliver quality employer-led experiences across the region:
 - Work closely with a range of employers across key growth and demand sectors to co-create and deliver a range of quality experiences for young people.
 - Lead on the co-development and delivery of a range of regional projects which provide young people across our region with an equitable offer of employer engagement.
 - Promote development of good employer vocational routes into employment
 - Build trusted and productive relationships
- Line management: You will provide leadership to a number of team members, supporting them in delivering their individual workplans as well as the wider regional workplan. You will support the ongoing learning and development of the staff team through professional development reviews and the co-creation and delivery of regional staff training.
Your leadership will enhance their performance and collaboration, helping to achieve DYW KPIs:
 - Partnerships and networks are proactive, delivering impact and added value for all involved.
 - KPIs are tracked using relevant tools, using analysis to identify opportunities and challenges and creating and supporting delivery of plans to highlight and overcome these.
 - Strategic partnerships between employers and education are delivering results relevant to all stakeholders.
- Support the management of events, marketing and communications.
- Support partnership work with colleges, third sector providers and wider partners operating in the DYW space.

Duties include:

- Stakeholder management: liaison with key stakeholders to deliver the DYW message, support services, projects and brand activities for DYW Edinburgh, Midlothian and East Lothian. This includes meeting with businesses and working with partners to ensure no duplication of activity.
- Leadership and line management of a number of team members.
- Project Managing delivery of regional activities
- Recording interactions to ensure validity in reporting for KPIs and impact. Gathering case studies that contribute to qualitative impact evaluation, communication and marketing for DYW.
- To cover duties of other team members, where required, during periods of holidays and sickness.
- Any other duties as appropriate to the post and changes to grant funding requirements.

The role is based in central Edinburgh with travel throughout the City, East Lothian and Midlothian. A full driving license and use of a car for business purposes is desirable. Flexibility to respond to the needs of our stakeholders will require work on evenings and some weekends for events.

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 Edinburgh Chamber of Commerce's standards, policies and procedures.

This job description is open to review at any time and was last revised April 2026.

Edinburgh Chamber of Commerce

Person Specification: DYW Programme Delivery Manager

	Essential	Desirable
Skills, ability, knowledge		
Proven record of project delivery and leadership associated to education and/or employability.	✓	
Awareness and understanding of current DYW legislation and priorities	✓	
Ability to lead and line manage a team towards KPIs whilst working with multiple stakeholders and partners.	✓	
Excellent verbal and written communication skills with attention to detail and accuracy, including presentation delivery to a variety of audiences.	✓	
A proven competence in engaging and working effectively with a wide variety of businesses at various levels.	✓	
Ability to work with key staff to develop relationships with a wide variety of colleagues and stakeholders.	✓	
Outstanding interpersonal skills with presentation that represents the company image.	✓	
Competent knowledge and use of IT/computer skills and database management.	✓	
Ability to manage and prioritise own workload, working as part of a team to ensure delivery of KPIs	✓	
Knowledge and understanding of Broad General Education/Senior Phase curriculum offer and delivery.		✓
Knowledge and understanding of vocational training including the Apprenticeship frameworks (foundation, modern and graduate)		✓
Knowledge of post-school transitions and pathways for young people		✓
An understanding of the Edinburgh, Midlothian and East Lothian Business community.		✓
Personal Qualities		
Innovative with the ability to use initiative.	✓	
Highly driven, enthusiastic and motivated.	✓	
Effective communication and interpersonal skills with the ability to develop and manage relationships with stakeholders at various levels.	✓	
Self-motivated to deliver agreed project outcomes.	✓	
Keen networker to enhance industry commitment and involvement in DYW.	✓	
Qualifications/Experience		
Demonstrable experience of engaging with employers/education/young people or employability experience.	✓	
Experience of working with a broad range of stakeholders/ managing contracts	✓	
Proficiency in using social media platforms (such as Facebook, Twitter, LinkedIn, Instagram) for professional purposes	✓	
Project Management qualification		✓
Full UK driving license and access to a vehicle		✓