JOB ROLE Skills Development Coordinator

Job Role Tasks		
Subject Area	**Curriculum Links**	**Job Tasks**
English	**Speaking - use of language** • Greetings • Have a discussion • How to make 'small talk' • Structuring a telephone conversation • Using company guidance on use of telephone messages **Listening - understanding** • Being able to ask if not understood • Follow verbal instructions **Reading - understanding** • Follow written instructions • Proof reading documents/emails to check meaning and grammar **Writing -** • Use of grammar • How to write a letter • How to write an email	• I communicate both verbally and in writing with many different departments across the Project, and this means not just EDF but many contract partners too • I also communicate with many people and companies outside of the Project • It's important that I am professional and build good relationships with people • I explain to them what we do and
Maths	• Use of numbers • Ability to count accurately • Time management	• I capture a lot of data to show the impact of our work, so I have to use calculations • I calculate the percentage of people engaging in a programme who go on to secure full-time employment
ICT	• Use Microsoft packages such as Word, Excel • Use emails • Attach documents to an email • Use an electronic calendar • Use a calculator • Use Microsoft Teams or similar • Able to use social media	• My job requires sending emails using Outlook all day, every day • I create Word documents such as meeting notes • I create PowerPoint documents to produce presentations and summaries • I use Excel to process my data on a very regular basis too
What other curriculum areas help you in your job role	It's important to represent data in a way which people can absorb the information - and often, people understand data in a visual way. I draw on my creativity to display information, so creative subjects are important. Business is also important to my role, as building good relationships is critical, and understanding what is important to businesses. I loved drama at school, it helps you to build confidence and this is absolutely key to any role.	