



Business Liaison Officer

20 hours per week

Fixed term post: 31st March 2027

This is a term-time only position, where working hours align with school term dates in Ayrshire.

Salary: Real Living Wage £13.45 per hour. Salary will be paid on a pro-rata basis.

Job Description

The Business Liaison Officer (BLO) supports meaningful engagement between schools and the business community during the academic year. Working term-time only, the role focuses on planning, coordinating and delivering employer-school activities that enhance young people's career education and work-readiness.

You will support the delivery of a wide range of employer-engagement activities, including career events, mock interviews, curricular links and other ad hoc requests from schools. All interactions must be quality assured and accurately recorded within KPI frameworks and associated reporting documents to ensure consistent monitoring and evaluation.

The role is pivotal to acting as a liaison between education and the business community to ensure thorough communication and build strong sustainable relationships.

BLO will also source placements for school work placement requests both for flexible and week-long requests from schools.

Other duties include providing admin support to process self-found paperwork, updating the Work It database and keeping accurate records of placements for data gathering/statistical purposes.

Gathering content for good news stories to be used across social media and communication platforms to promote engagement between education and the business community.

To support other members of the education and wider DYW team as and when required.

Responsibilities

Employer & School Engagement

- Meet with designated school and employer contacts to plan engagement activity.
- Respond to teacher requests for curricular support and other engagement needs.
- Plan, develop and coordinate events and employer links aligned with school priorities.
- Act as the primary point of contact between schools and the business community.

Work Placements

- Source suitable work placements in line with school requests.
- Meet with contacts to plan and organise placement opportunities.
- Process self-found placement paperwork and maintain accurate administrative records.
- Update the Work It database and ensure all placement data is complete and accurate.

Quality Assurance & Reporting

- Record all engagement activity for KPI tracking and reporting.
- Maintain high-quality documentation and ensure compliance with internal processes.

Communications & Promotion

- Gather content for good-news stories showcasing successful employer-school partnerships.
- Support the creation of content for social media and other communication platforms.

Team Support

- Provide support to colleagues across the education and wider DYW team as required.

Person specification

1. Education to further education level or equivalent work experience.
2. Excellent interpersonal skills
3. Excellent IT/Admin skills
4. Team working
5. A full UK driving licence and access to a vehicle is required due to the nature of the role involving travel between multiple sites

6. IOSH certified (desirable)
7. NEBOSH certified (desirable)

The successful candidate is required to complete and receive an approved Disclosure Scotland application.

We are an equal opportunities employer and welcome applications from all suitably qualified candidates.