



## **Job Description: Employability Advisor:**

**Post:** Employment Advisor  
**Hours:** 30 hours per week  
**Salary:** Point 13-17, £22,100 to £27,0100 per annum, pro rata  
**Location:** South Lanarkshire  
**Reports to:** Project Manager, Glasgow /Lanarkshire Services

### **Main Duties**

Funded through the ESF Aspiring Communities Fund, The Childcare Options for Single Parents Programme in South Lanarkshire will provide a specialist employability services that will assist single parents from hard to reach communities into employment within the childcare sector. Single Parents will be provided with a specially designed menu of services including but not limited to: engagement, diagnostic assessment, action planning, employability skills, signposting to additional provision, advocacy, job search, assistance with benefits and in work support.

### **Specific Duties**

- **Case Management:** Support single parents with additional barriers using case management methods, to provide a continuum of consistent support on their employability pathway into sustained employment in the childcare sector.
- **Families:** Help eligible single parents to identify their future goals, assess motivation, develop personal development plans and help in their implementation through individual and group work.
- **Barriers:** Identify barriers to employment and work with single parents with to address those challenges and barriers.
- **Liaison:** Building links with organisations and groups throughout South Lanarkshire, to identify eligible single parents interested in progressing towards employment in the Childcare Sector.
- **Outreach & Engagement:** Undertake activities in communities to actively reach eligible single parents as a basis to support their learning and development and engage them in action to support change within their lives.
- **Work/Vocational Activities & Training:** Co-ordinate and deliver a range of activities to enable single parents to develop core knowledge and skills to increase their employability potential.



- **Job Matching:** Refer job ready single parents to support within the consortium to help with job searching, interviews, securing and sustaining employment.
- **In Work Support:** Provide single parents with continued support whilst in employment to help sustain their jobs.
- **Local services:** Develop knowledge of services related to employment, training, education, childcare and other support. Develop an effective network of referral agencies to support clients' needs.
- **Signpost:** single parents to services that will address their needs.
- **Marketing:** To implement the marketing and promotion strategy for the service.
- **Monitoring and Evaluation:** Ensure effective recording, monitoring and evaluation procedures are implemented.
- **Other Relevant duties:** Carrying out any other relevant duties related to the above.

#### **Other Duties:**

- This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time.

## **Personal Specifications**

### **Essential**

1. Qualification: A relevant professional qualification or good standard of education equivalent to HNC/HND, SVQ 3 or 4 combined with relevant experience.
2. Knowledge of issues affecting lone parents in Scotland
3. Knowledge of employability issues relevant to single parents
4. Experience of liaison and partnership working with other agencies
5. Knowledge and understanding of the roles of other voluntary and statutory agencies relevant to single parent families.
6. Excellent written and verbal communication skills;
7. IT skills commensurate to the needs of the post
8. Commitment to professional development
9. Flexibility to meet the needs of the services
10. Satisfactory Disclosure check



## Desirable

1. An understanding of current government policies and how these impact on one parent families
2. Knowledge of Welfare Benefits: it would be helpful for candidates to have a broad understanding of the benefits system as it relates to single parents.
3. Experience of developing new services
4. Experience of group work: candidates should preferably have had experience of running groups and understand group work issues
5. Driving license and use of a car:
6. Experience of work with single parents: Prior experience of work with single parent families in a voluntary sector or statutory context would be helpful.

## Terms & Conditions

1. **Period of appointment:** The post is funded initially funded for 12 months until 31<sup>st</sup> August 2020. Confirmation of appointment will be dependent on completion of a satisfactory three-month probation period.
2. **Salary:** OPFS salary scale points 13 – 17, currently £22,100 to £27,012 (pro rata). Appointments will be made at a point reflective of previous experience and salary.
3. **Hours of work:** 30 hours weekly with flexibility to meet the needs of clients.
4. **Holidays:** Annual leave entitlement is 25 days and 12 Public holidays pro rata.
5. **Pension:** You will be auto-enrolled from your start date. OPFS pays 7% of your salary and you pay 3%.
6. **Training, support and supervision:** OPFS is committed to the development of its staff through internal training and access to external training. We also have an annual staff appraisal system in place and all staff receive regular monthly support and supervision from their manager.
7. **Equal Opportunities and Family Friendly Employment:** OPFS aims to be an equal opportunity and family friendly employer. We have Investors in People status and Living Wage accreditation.
8. **Closing date:** The closing date is 2nd August 2019 at 5pm. Please download an application from our website [www.opfs.org.uk](http://www.opfs.org.uk) and email your completed application form to [linda.pople@opfs.org.uk](mailto:linda.pople@opfs.org.uk). Please contact [info@opfs.org.uk](mailto:info@opfs.org.uk) 0131 556 3899 if you require a paper application form.