



## **Job Description: Employability Advisors**

**Post:** Employment Advisors x 2  
**Hours:** Full (35) and Part time (21/25/28) hours available  
**Salary:** Point 13-17, £22,542 - £27,552 per annum. (Pro rata for part time hours)  
**Location:** Based within OPFS Glasgow Office, Community Outreach, and home working  
**Reports to:** Glasgow Services Manager

### **Main Duties**

The Employability Advisors will be responsible to the Glasgow Services Manager and will work as a member of OPFS Glasgow Employability Service, to provide employability support for single parents living with complex needs and facing additional barriers to entering suitable employment through one-to-one meetings and group work sessions.

### **Specific Duties**

- **Case Management:** Work with single parents, living with complex needs and facing additional barriers, to access employability support by using case management methods, to provide a continuum of consistent support through each client's journey of the OPFS Employability Pathway and progress into suitable and sustainable employment.
- **Families:** Enable single parents to identify their future goals, assess motivation, develop personal action plans, and support client's access to suitable employability activities.
- **Barriers:** Identify clients presenting barriers to employment and work with single parents to address those barriers.
- **Liaison:** Build links with agencies, projects, organisations, and groups across the city, to identify eligible single parents who would benefit from participating in a scheduled programme of employability support, that will enable them to access suitable employment opportunities.
- **Outreach & Engagement:** Undertake activities to actively reach out to and engage with eligible single parents; supporting clients to build their confidence and develop their knowledge and awareness of the support and services available to them through OPFS's Employability Service.

- **Work/Vocational Activities & Training:** Co-ordinate and deliver a range of employability activities to enable single parents facing additional barriers to employment to develop their knowledge, awareness and understanding of early work preparation, C.V. development and core skills, helping to increase participants access to available employment, training, and education opportunities.
- **Job Matching:** Provide single parents to be job ready through the provision of activities that focus on; active job searching, completing application forms, attending interviews and make informed decisions to secure and sustain suitable employment.
- **In Work Support:** Provide single parents living with complex needs and facing additional barriers to employment with continued support on entering employment, to help parents sustain and progress within employment.
- **Local services:** Develop knowledge of services related to employment, training, education, childcare, and other relevant support. Develop an effective network of referral agencies supporting single parents to reach their future goal of entering suitable employment.
- **Signposting and Referral:** Ensure that single parents gain equal access to the services and resources that will help to address their needs and support their progression along OPFS Employability Pathway.
- **Money Advice:** Liaise with OPFS Financial Inclusion team to support clients with benefits advice, in-work calculations and access to debt and crisis support.
- **Monitoring and Evaluation:** Ensure effective recording, monitoring and evaluation procedures are collated and produced on a regular monthly basis.
- **Other Relevant duties:** Carrying out any other relevant duties related to the above.

The job description is a broad picture of the post at the time 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 a good standard of education equivalent to HNC/HND, SVQ3 /4 and combined with relevant experience.
2. Knowledge of issues affecting single parents in Glasgow.
3. Experience of group work: candidates should preferably have had experience of running groups and understand group work issues.
4. Experience of liaison and partnership working with other agencies.



5. Excellent written and verbal communication skills.
6. IT skills commensurate to the needs of the post.
7. Commitment to professional development.
8. Flexibility to meet the needs of the services.

### Desirable:

1. Driving license and use of a vehicle.
2. 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 until 31<sup>st</sup> March 2023. Confirmation of appointment will be dependent on completion of a satisfactory three-month probation period, satisfactory reference and Disclosure checks.
2. **Salary:** OPFS salary scale points 13 – 17, currently £22,542 - £27,552. (Pro-rata)  
Appointments will be made at a point reflective of previous experience.
3. **Hours of work:** up to 35 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 a minimum of 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.

## Recruitment Timetable

**If you are interested in working with One Parent Families Scotland please** download an application from our website [www.opfs.org.uk](http://www.opfs.org.uk) and email your completed application form to [jobs@opfs.org.uk](mailto:jobs@opfs.org.uk). Please contact [info@opfs.org.uk](mailto:info@opfs.org.uk) 0131 556 3899 if you require a paper application form.

Please note that we are promoting this vacancy until 5pm on 7th October. Interviews will take place on a weekly basis throughout September and closing date may end earlier.

\* Previous applicants need not apply.