

Welcome

Dear candidate,

Thank you for your interest in joining One Parent Families Scotland (OPFS).

By taking your next step with us, you would be joining an organisation where the work truly matters. It matters to the single parent who is juggling multiple responsibilities to provide for their family. It matters to the child who deserves equal opportunities to thrive. It matters to the families who face daily challenges and need support to navigate them. It matters to us because no one should have to face these challenges alone.

We're looking forward to hearing from people who are deeply committed to our vision: a future where every single parent and their children in Scotland are celebrated in all their diversity, are treated fairly and live free from discrimination and poverty. We believe that every family should have access to the resources and support they need, regardless of their circumstances. ***Changing lives, challenging poverty*** is at the heart of everything we do.

Our impact

You would be joining a team committed to making a meaningful difference. Every day, we are inspired by their dedication, expertise and commitment to enhancing the lives of single parent families. From our frontline staff who provide direct support, to our headquarters team who ensure smooth operations, and those who advocate for policy changes, our passionate team is focused on creating lasting, positive impact. One example of our impactful work is our Family Support Service. In the past year, we have supported 4,656 single parent families, helping them access essential services, financial support, and emotional guidance. Our programmes are designed with the input of those we serve, ensuring that our work is relevant and effective. We have also engaged with the Scottish Parliament and Westminster to influence policy and advocate for change.

We know that we can't do this alone. Our work is strengthened by the voices and experiences of single parents who guide our efforts. Their insights are invaluable, and their collaboration is at the heart of everything we do. Through co-design and active participation, we ensure that our programmes are tailored to meet the real needs of the families we serve.

Partnerships

We place great value on our partnerships with community organisations, which help us deepen our impact and better understand what families need to thrive. These partnerships amplify our efforts, allowing us to reach more families and provide comprehensive support. By working together, we can create a network of resources and services that truly make a difference in the lives of single parent families.

Our culture

At OPFS, we strive to create a supportive and inclusive working environment. We believe in fostering a culture where colleagues feel valued and empowered to innovate. We encourage learning from mistakes and working collaboratively to achieve our goals. We are proud to have achieved the Investors in People Gold status, reflecting our commitment to excellence in people management and development.

At the core of our mission is the creation of a diverse and inclusive workplace. We recognise that our organisation thrives on the variety of backgrounds and perspectives that our team members bring, enriching our work in countless ways. We are dedicated to equity, diversity, inclusion and belonging, and these principles are embedded within our values and practices.

We encourage applicants who bring diverse skills and a strong commitment to our mission. Regardless of whether your career path has been traditional or unique, if you share our values and are passionate about making a difference, we would love to hear from you.

Thank you for considering a role with OPFS. Together, we can create a brighter future for single parent families across Scotland. ***Changing lives, challenging poverty*** is not just our strapline; it's at the heart of everything we do.



Satwat Rehman, Chief Executive



Halena Gauntlett, Chair

What we do

OPFS is a national charity with over 80 years' experience of supporting single parent families. We aim to enable single parent families to achieve their potential, to reach a decent standard of living and contribute to Scottish society. Those with the greatest expertise about what makes a real difference are single parents with lived experience. We support all single parent families whether headed by mothers or fathers, young parents or kinship carers.

We are governed by a [board of trustees](#) and our organisation is led by our SLT. As well as our [annual report](#), we regularly produce [impact reports](#) to highlight and share the experiences of single parents.

[Read our strategic plan to find out more.](#)

Application information

OPFS is an equal opportunities employer and welcomes applications from members of all communities. We are committed to equality of opportunity, inclusion and diversity.

OPFS encourage and welcome applications from all parts of the community regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. We particularly welcome applications from single parents or those who have experienced poverty and/or have tackled poverty.

At OPFS, we are committed to protecting personnel, children, adults and service users from any harm arising from each other, themselves, our activities or organisational failings whilst in contact with us. More information on our [privacy](#) and safeguarding policies can be found on our website.

Please jobs@opfs.org.uk and let us know if you will require any reasonable adjustments should you be called for an interview.

Please note that all job offers are subject to 2 satisfactory references and a disclosure satisfactory to OPFS from the Disclosure & Barring Service.

Making an application

[Complete an application online.](#) A supporting statement (no more than 1,500 words) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria. You should address the key responsibilities, experience and skills.

Please also tell us about how two of our values are, or have been, particularly relevant in your work or life, outlining how you have demonstrated a commitment to them and how they would influence your approach as Finance Manager.

We would also be grateful if you would complete the [Equality and Diversity monitoring form](#) during the application process.

This form is for monitoring purposes only and is not treated as part of your application.

Closing date: 8th March 2026 11.59pm

Interviews and adjustments

What to expect from your interview

All our interviews will take place face-to-face. We'll ask you a set series of questions, and there will also be time at the end for you to ask us any questions you have about the role.

Some roles may also require a task to be completed in advance or during the interview, your interview confirmation email will provide all the details on this.

During the interview, it's fine to ask the panel to repeat a question, or to take a moment or two to think before answering. We want you to feel comfortable as possible during the interview and get the best from you.

Reasonable adjustments

If you are invited to an interview, and you have a disability or long-term health condition, please let us know if there is anything we can do or should have in mind to help you participate in the interview.

Please inform us of your reasonable adjustment needs when filling out your application, and/or if you are invited to a first interview. This information will be shared with the interview panel to ensure appropriate adjustments are made.

We're very happy to make adjustments to ensure any accessibility requirements are met.

Examples of reasonable adjustments we can provide include:

- Sending you this job pack in a Microsoft Word format.
- Giving you more time to complete a task during your interview.
- Changing the interview location to accommodate accessibility needs.

How to prepare for interview

Prepare well - read about the role you applied for and OPFS before you sit down for your interview.

Consider how your values fit with OPFS mission and vision and bring this to life in your answers.

Think of examples of when you've demonstrated the behaviour or skills needed for this role in a previous role or in your personal life.

Prepare any questions you have for the panel ahead of time. Questions you ask the panel aren't scored as part of the interview so make sure you're asking questions that will help you decide whether the role is right for you.

Things to remember during interview

We want to get the best from you!

Relax and take time to think about a question before you answer it.

Ask for clarification if you don't understand a question. We won't ask you trick questions or try to 'catch you out'. All the questions we ask you will be relevant to the job.

If you cannot attend any of the offered interview slots, please let us know. Please note we cannot guarantee we will be able to provide an alternative slot, but we will try our best to.

Post interview

We will provide constructive feedback to all candidates who attend for interview.

Staff benefits

Pensions

On appointment you will be automatically enrolled in the OPFS Pension Scheme with The Pensions Trust with a 3% contribution from you and 7% from OPFS. It is a money purchase scheme, which means that the money is invested in a pension fund and the final value of that fund will provide you with a pension when you retire. You can apply to increase your contribution at any time after the completion of your probation.

Holiday entitlement

All full-time staff are entitled to 37 days paid holiday annually with part time staff entitled to a proportion of this allowance, based on hours of work. Entitlement is given to you in hours each year and the leave year runs from 1st January to 31st December. After 5 years' service you are entitled to an extra 5 days' holiday or a proportion of this if you are part time.

Employee assistance program

All staff will have access to our Health Assured - Wisdom app. This support is dedicated to assisting you and your immediate family with balancing work, home life and any other personal issues. Their confidential support includes counselling, debt advice, legal advice and assistance with family issues. Additionally, you can use wellbeing trackers, access health resources, call the helpline and lots more.

Bike loans

If a member of staff wants to cycle to and from work, on all or some occasions, arrangements can be made to assist with financing this. Please ask the finance team for further information.

Death in service benefit

Death in service benefit of three times salary will be paid in the event of a staff member under the age of 70 dying whilst an OPFS employee.

Season travel ticket loans

Arrangements can be made, if necessary, to allow all staff to access cheaper travel through season tickets through a salary advance for the purpose. Please ask the finance team for further information.



Sickness pay

We have a generous sick pay scheme as detailed below:

Staff absent from duty as a result of sickness are entitled in any one period of twelve months, starting from the first day of certifiable leave, to paid sick leave in accordance with the following table and the OPFS Sickness Absence Policy.

Service at Commencement	Full Allowance	Half Allowance
During 1st year	1 month	1 month
During 2nd year	2 months	2 months
During 3rd year	4 months	4 months
During 4/5th year's	5 months	5 months
After 5th year	6 months	6 months

Carers leave

Staff can request a total of 5 days' carers leave within any leave year, pro rata for part time staff, to provide care for a dependent, such as your child, parent, spouse, partner, next of kin or nominated next of kin, in an emergency or to attend an appointment that requires their presence.

Emergency leave

Up to 5 days within any leave year for dealing with emergencies such as fire, flood, accident, victim of crime or other circumstances that require immediate attention. Discretion of managers.

Flexible working

OPFS recognises that staff should have a healthy work/life balance and may also have additional responsibilities, such as being a carer for a family member. All staff can request to carry out their job duties within a flexible working pattern which may be temporary or permanent. Employees wishing to work flexitime should discuss this with their manager in the first instance.

Long service recognition

Staff receive recognition for every five years' service with OPFS commencing at 10 years' service. At each 5-year milestone you will be offered a choice of benefit either a cash payment or additional leave days. (pro-rata for part-time staff).



Our offices

Edinburgh Headquarters

2 York Place,

Edinburgh, EH1 3EP

Tel: 0131 556 3899

Email: info@opfs.org.uk

OPFS Glasgow

6th Floor, Standard Buildings,

94 Hope Street, Glasgow, G2 6PH

Tel: 0141 847 0444

Email: glasgow@opfs.org.uk

OPFS Dundee

Families' House,

20 Grampian Gardens,

Dundee, DD4 9QZ

Tel: 01382 501 972

Email: dundee@opfs.org.uk

OPFS Lanarkshire

29 Civic Square,

Motherwell, ML1 1TP

Tel: 01698 239 961

Email: lanarkshire@opfs.org.uk

OPFS Falkirk

68/70 Forgie Crescent,

Maddiston, FK2 0LZ

Tel: 01324 711 271

Email: falkirk@opfs.org.uk

Lone parent helpline: 0808 801 0323 Helpline email: helpline@opfs.org.uk

Together we can make a difference to children's lives.

Support the work we do by [donating](#).



www.opfs.org.uk

OPFS is a charitable company limited by guarantee.

Registered at Edinburgh address under no. SC94860. Scottish Charity No. SC006403.