

Recruitment Pack

Project Lead: Weave



**One Parent
Families Scotland**

changing lives, challenging poverty

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 Office teams 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 thousands of single parent families, helping them to 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 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.



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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 workspace. 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.

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



Satwat Rehman
Chief Executive



Halena Gauntlett
Chair



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OPFS 2026 Staff Conference

Our vision

A Scotland where single parent families are celebrated in all their diversity, are treated fairly and live free from poverty.

Our mission

To amplify the voices of single parent families in their unique role as sole carers and providers and together challenge stigma, poverty and inequality to achieve change.

About OPFS

Established in 1944, OPFS is the leading charity working with single parent families in Scotland. We provide expert advice, practical support and campaign with parents to make their voices heard to change the systems, policies and attitudes that disadvantage single parent families.

We work alongside single parents and their families, placing them at the centre of everything we do, creating ways to overcome barriers, changing their lives and fulfilling their potential. We also celebrate the many achievements of single parents and their children.



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Our values

Our values are the principles or standards that we consider important in life. They shape behaviour and guide our decisions and actions.

Justice: always keeping the scales of justice in balance, avoiding inequalities in the future.

Equity: everyone getting what they need, tackling inequalities in the here and now.

Trust: trusting that people will work to the best of their ability, while ensuring the best interests of others are central.

Collaboration: working together and focusing on solutions.

Compassion: recognising the challenges others face and then taking action to help.

Strategic objectives

Support single parents to build on their strengths and attributes to achieve their goals.

Strengthen single parent families' wellbeing, enabling children to be happy and thrive.

Influence policies to eradicate child poverty, taking an intersectional, equalities approach to policy making.

Involve single parents, experts by experience, to co-produce OPFS services and policy priorities.

Challenge societal attitudes and behaviours to fully support and respect single parent families.

Outcomes

- Single parents know their rights and can access those rights
- Their contributions to society are celebrated and recognised
- They have a standard of living above the Minimum Income Standard
- They experience stronger family wellbeing
- They have a powerful voice in shaping services and policies

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



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Name of role

Post: Project Lead: Weave

Hours: 35 hours per week

Salary: £34,647 to £40,147

Location: Edinburgh/Hybrid with regular travel across partner and OPFS delivery areas

Reports to: Head of Service (Weave)

About One Parent Families Scotland

One Parent Families Scotland (OPFS) is the national organisation for single parent families in Scotland. Founded in 1944, we support and empower single parents and their children by providing trusted advice and information, helping parents move into training, employment and education, and strengthening family wellbeing.

We work directly with families across Scotland, including Dundee, Glasgow, Edinburgh, North Lanarkshire and Falkirk. We reach families nationally through our multi-channel advice line, our FCA regulated Debt Advice Service, and digital tools including My Life and Me, the Budget and Debt Planner and the Single Parent Forum.

The families we work with face some of the deepest and most persistent poverty in Scotland. Around 250,000 children, a quarter of all children in the country, live in a single parent family. Almost a third of these children are growing up in poverty. Over 90% of single parent households are headed by women.

A single parent is usually both the sole carer and the sole earner, so a setback in one part of family life quickly affects the whole household. Our work is shaped by that reality, and by our values of trust, equity, justice, collaboration and compassion. We are an Investors in People Gold employer, committed to being an equal opportunity and family friendly organisation.



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About Weave partnership

Weave is a new whole family support partnership, funded through the Scottish Government's Whole Family Support Third Sector Delivery Fund. OPFS is the lead partner and accountable body, working with Relationships Scotland and its member services, Families Outside and Fife Gingerbread. The Scottish Poverty and Inequality Research Unit (SPIRU) will be the learning and evaluation partner.

The partnership is built on a straightforward principle: a single parent family should never have to repeat their story, be passed between disconnected services or be told that someone else deals with that part of their life. Our My Life and Me framework ensures this doesn't happen.

My Life and Me is a strengths based, trauma informed framework, co-designed with 300 single parents and refined through more than 2,000 family interactions. It maps every dimension of a family's life across six connected domains: **money**, **work and training**, **home**, **relationships**, **children** and **health and wellbeing**.

Whatever door a family comes through, they join the same journey, with one shared plan built around a trusted relationship and what matters most to them. The partnership works through a hub and spoke model across Scotland and prioritises income stability first, so that a family is supported as a whole, rather than in separate parts. This is the 'no wrong door' approach at the centre of the programme.

About the role

OPFS is the lead partner and accountable body for the Weave Partnership, offering single parent families, and other priority family groups, a single, strengths based plan built around one trusted relationship, on the principle of 'no wrong door'.

The Weave Project Lead will support the Head of Service (Weave) by leading the operational coordination, implementation and monitoring of the Weave Partnership. The postholder will ensure effective governance, strong partnership working, consistent use of the My Life and Me framework, robust referral and delivery arrangements, clear evidence of outcomes for families, and high-quality reporting and learning for the Scottish Government, partners and wider networks.



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Key responsibilities

Partnership Governance and Operational Accountability

- Lead the day-to-day coordination of Weave Partnership governance arrangements, supporting the Head of Service to ensure the Steering Group, operational delivery structures and partner protocols function effectively.
- Maintain clear action tracking, decision records, escalation routes and accountability mechanisms across OPFS and partner organisations.
- Support the Head of Service in preparing governance reports, briefing papers and updates for senior leaders, funders and partners.

Programme Delivery and Implementation

- Manage implementation of the Weave Partnership delivery plan across target local authority areas and national delivery channels.
- Coordinate delivery activity across in-person, telephone and digital support routes, ensuring services are accessible, joined-up and responsive.
- Monitor progress against milestones, deliverables, risks and dependencies, escalating issues to the Head of Service where required.

My Life and Me framework

- Coordinate implementation of the My Life and Me framework across partner organisations as the shared Whole Family Support planning and outcomes framework.
- Support partners to embed consistent practice, recording, review and reporting arrangements linked to MLAM.
- Support OPFS Heads of Support for Families to embed MLAM across all delivery services.
- Gather evidence that the framework is being used to support strengths-based, family-centred planning and outcome measurement.

Partnership Working and Referral Pathways

- Strengthen warm referral pathways, joint working arrangements and operational coordination between participating organisations.
- Act as a key contact for partners on delivery processes, shared systems, meetings, data collection and operational problem-solving.
- Identify gaps or barriers in partnership working and support practical solutions with the Head of Service and operational leads.



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Reaching Priority Families and Reducing Barriers

- Monitor evidence that support is reaching low-income single parent families and families at highest risk of poverty.
- Support partners to extend access for families affected by family breakdown, imprisonment, rurality and other barriers to services.
- Use monitoring data and partner feedback to identify under-reached groups and inform improvements to access and delivery.

Financial Inclusion and Progression Pathways

- Coordinate evidence of family access to income maximisation, welfare rights advice, debt advice, child maintenance support and other financial inclusion interventions.
- Support partners to evidence access to childcare, employability, education and training opportunities.
- Ensure reporting captures how practical support contributes to improved family outcomes and poverty reduction.

Outcomes, Monitoring and Evaluation

- Oversee collection and collation of monitoring, evaluation and learning evidence across the partnership.
- Track outcomes relating to family wellbeing, parental confidence, resilience, relationships, social connectedness and coordinated support.
- Prepare monitoring and learning outputs that demonstrate outcomes achieved, lessons learned and opportunities for wider application of the model.

Learning, Reporting and System Influence

- Support the Head of Service to share evidence and learning with the Scottish Government, funded partners and relevant networks.
- Coordinate learning events, partner reviews and continuous improvement activities.
- Contribute to wider system learning on Whole Family Support, anti-poverty practice and effective partnership delivery.



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Personal specification

Essential skills and experience

- Proven track record of using project management methodologies such as Prince 2 or Agile, to manage complex projects or programmes with multiple partners, stakeholders and workstreams.
- Ability to build effective working relationships and experience of working with a group of diverse partners and the ability to broker solutions to ensure success.
- Experience of providing administrative or project support within a partnership, public sector, third sector or community setting.
- Experience collating, monitoring and reporting performance information.
- Good understanding of confidentiality, data protection and information governance principles.
- Experience working with multiple stakeholders and building positive working relationships.
- Strong organisational and time management skills.
- Excellent written and verbal communication skills.
- Ability to prioritise competing tasks and meet deadlines.
- Strong attention to detail and accuracy.
- Competent in M365 applications, including Word, Excel, Outlook and Teams.
- Ability to work independently while contributing effectively as part of a team.
- Ability to handle sensitive information with professionalism and discretion.

Desirable

- Experience supporting partnership or multi-agency programmes.
- Knowledge of family support, welfare rights, advice services or anti-poverty initiatives.
- Experience of supporting monitoring, evaluation or reporting processes.
- Experience using case management, CRM or performance management systems.
- Understanding of trauma-informed and person-centred approaches to service delivery.

Core values and behaviours

The postholder will demonstrate:

- Commitment to trust, equity, justice, collaboration and compassion.
- Respect for diversity and inclusion.
- Commitment to improving outcomes for single parents and families.
- A collaborative and solution-focused approach.
- Professionalism, integrity and accountability in all aspects of their work.



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Terms and conditions

Application deadline: Sunday 4 October 11:59pm

Recruitment timetable: Interviews will be held week commencing 19th October 2026.

Confirmation of appointment: Confirmation of appointment is subject to satisfactory completion of a 3-month probationary period and two references.

Salary: £34,647 to £40,147

Hours of work: 35 hours. Fixed term to 31 March 2027 in the first instance, with the intention from Scottish Government to extend to March 2029.

Holidays: Annual leave entitlement is 25 days and 12 Public holidays (pro rata)
Pension: You will be auto enrolled in our pension scheme with a 3% contribution from you and 7% contribution from OPFS.

Training and support and supervision: You will receive induction training and frequent support in the first three months. Thereafter you will receive monthly individual support and supervision and annual appraisals. Regular team meetings will be held and staff have access to internal and external training.

Equal opportunities and family friendly employment: OPFS aims to be an equal opportunity and family friendly employer. OPFS has Investors in People Gold status.

How to apply

Please submit your CV and use your covering letter to clearly demonstrate how your skills, experience and strengths meet the job responsibilities and person specifications. This will help us assess your application and give you the best possible chance of being shortlisted.

If you need to make an application in an alternative format on the basis of a disability or long-term health condition, please email jobs@opfs.org.uk for guidance.



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