



## JOB DESCRIPTION

### Parental Employability Manager

**35 hours per week, Fixed Term Contract for 6 months**

*(Start date January 2024, long-term contract is likely, dependent on funding being secured)*

<b>Location:</b>	West Lothian – community based and locally home based
<b>Role Reports To:</b>	West Lothian Programme Manager
<b>Direct Reports:</b>	None
<b>Job Family:</b>	Job Family 3 - £25,000 per annum

### Role Purpose

ProjectScotland, part of the national charity Volunteering Matters, supports people to move on in life through the power of volunteering. We are looking for a talented, dynamic, and professional **Parental Employability Manager** to join our team in West Lothian.

The right candidate would be someone who can work flexibly, use their own initiative, and demonstrate a strong understanding and commitment to our organisational values .

You will provide intensive Employability Support to 18 parents over the next 6 months. You will:

- Work 1:1 with parents to understand their strengths, skills, and barriers to employment, putting steps or strategies in place to overcome these barriers or challenges
- Support with vocational activities – developing CV's, job search, applications, mock interviews etc.
- Provide work-ready support – access to volunteering experiences, identifying training opportunities
- Work alongside colleagues who are engaging with West Lothian employers, to identify suitable paid work placement opportunities for parents
- Work alongside colleagues who are engaging parents in mentoring opportunities
- Work alongside our partner organisations across West Lothian, securing referrals for our service





## Key Duties and Responsibilities

- Consistently role model and displaying our organisational values (further info below)
- Contribute to effective teamwork across the regional team and the wider charity, in line with our “flexible working by default” and “self-managed teams” philosophy
- Provide intensive 1:1 support to parents in a person-centered way, to achieve positive outcomes for all
- Understand each parent’s skills, strengths, experience, barriers, and development areas, resulting in the creation of a personal development plan
- To manage all elements of the parent’s experience, from referral to completion of their support
- Work alongside internal and external colleagues to ensure parents can take part in mentoring relationship, volunteering experiences or paid work placements
- To develop and maintain excellent relationships with partner organisations to support parents and meet their needs
- To manage the risk assessment, quality assurance and audit processes as required
- Ensuring monitoring, impact and evaluation information and data is collected and that the project meets its agreed targets, reporting format and schedule.
- Administration tasks including maintaining effective records, the use of Office 365 and other software including a CRM system – full training will be given.

*This job description is intended to include the broad range of responsibilities and requirements of the post. While some variations may be expected, these will be at an appropriate level for the role.*



## PERSON SPECIFICATION

### Skills Required

- An excellent knowledge and understanding of the life challenges and barriers that parents face in Scotland, particularly those identified in the 6 priority groups of the Child Poverty Delivery Plan
- An understanding of how to assess the needs of an individual using a person-centered approach
- Excellent verbal and written communication skills including being able to have strategic conversations with partners one minute, and talk to an anxious parent the next
- Excellent people skills with the ability to build professional, long-term relationships with various stakeholders, to influence and motivate others
- Excellent organisational and IT skills including the ability to manage workload and prioritise effectively, with strong attention to detail
- Driven, and able to use own initiative, and work independently

### Experience Required

- Significant experience working with people who have challenges/barriers to employment, particularly parents or carers
- Experience in providing Employability and vocational support
- Evidence of relationship management experience with a range of stakeholders
- Experience of project management, achieving high targets, managing a busy workload and working to deadlines
- Proven ability to communicate effectively and work as part of a team
- Understanding of, and commitment to, Equal Opportunities

### Qualifications Required

Relevant experience, skills and alignment with our organisational values is more important for this role, rather than any specific qualifications.





## Protection of Vulnerable Groups (PVG) scheme

This role requires membership of the PVG scheme. Having a conviction is not necessarily a barrier to employment. If you are not currently a member of the PVG scheme, we can support you with the application process (fees will be reimbursed by Volunteering Matters).

## Our Organisational Values and ways of working

Volunteering Matters offer flexible working by default. This means that our staff have significant flexibility when it comes to place of work, working hours, and are empowered with the responsibility of managing their own diary and workload.

Part of your working week will need to be based in West Lothian communities, meeting with parents, internal and external colleagues, partners, and other stakeholders. For the remainder of the time, you can work from home (must be close to West Lothian). You will need good internet access and a suitable home working environment. All I.T. equipment, staff mobile phone and infrastructure will be supplied.

At Volunteering Matters, we embrace a philosophy of 'Freedom within a Framework' and are guided by our Organisational Values:

**We are Empowering.**

**We are Inclusive.**

**We are Compassionate.**

**We are Positive.**

**We are Straightforward.**

We are looking for a candidate who can evidence these characteristics in their application and at interview.

## Employee Benefits

Volunteering Matters ambition is to be the best place to work in the charity sector. We offer a wide range of employee benefits which include:

- Fully flexible working
- Unlimited annual leave allowance to achieve a positive work-life balance
- Cycle to Work scheme
- Interest free season ticket loan (public transport)
- Competitive and supportive maternity/adoption/family leave provision
- Competitive and supportive sick leave provision
- Access to our free Employee Assistance line (provided by CiC Wellbeing)
- An organisational "Wellbeing Promise"





## Diversity & Inclusion

We encourage applications from people of all backgrounds and communities. This will help us to ensure that our staff team represents the people we serve in Edinburgh and the Lothians.

We particularly welcome applications from Black people, people of colour, and people with disabilities – all of whom are currently under-represented in our staff team.

## Disability Confident & Reasonable Adjustments

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the role.

Please provide evidence in your application which demonstrates that you meet the level of competence required in the “Experience/Skills” section of this job description.

To be considered for a guaranteed interview or to discuss any reasonable adjustments during the process, please state this in your application or contact [join@volunteeringmatters.org.uk](mailto:join@volunteeringmatters.org.uk) for more information.

We have also committed to the following pledges which positively encompass our recruitment and selection processes and methodology: The Promise (Scotland), Show The Salary, Salary History.

