



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Employability Co-ordinator (Job Share)</b> <b>12-month contract with possible extension subject to funding</b>
<b>RESPONSIBLE TO:</b>	<b>EWA CEO</b>
<b>SALARY:</b>	<b>£15,141 (21hrs)</b>
<b>HOURS:</b>	<b>1 x 21hrs</b>
<b>HOLIDAY ENTITLEMENT:</b>	<b>25 days annual leave (pro rata) plus 10 public holidays (pro rata)</b>

### **Job Purpose**

The overarching aims of this post are:

1. Women have increased financial independence (access to economic resources, education, paid labour market, routes out of poverty).
2. Services supporting women experiencing domestic abuse have increased knowledge, resources and confidence to respond to their employment and educational support needs.
3. Services are better connected to local and national employability supports.
4. Strategic local and national employability systems better reflect the economic needs of women who have experienced domestic abuse.

The post holder(s) will work with Edinburgh Women's Aid and Shakti Women's Aid service users to:

1. Consult with women about their access to paid employment and the range of additional barriers that they face as a result of domestic abuse.
2. Facilitate groups of women to develop a model/models of employability support that seek/s to address the barriers into fair and sustainable employment that they have identified.
3. Support women to engage through joint events with partners and allies to share information and to discuss potential for change.
4. Problem solve and create draft local solutions to address the barriers identified by women.
5. Monitor review and evaluate the project.

## **Main Duties**

- Accept referrals from Edinburgh Women's Aid and Shakti Women's Aid.
- Co-ordinate assessments with women to gauge their suitability for group.
- Organise, resource and prepare groups.
- Facilitate groups
- Develop links with employers, employability projects, learning providers, unions and other partners to support group solutions
- Conduct ongoing evaluation and analysis

## **Other Tasks**

- Develop EWA and Shakti colleagues' understanding of the project and support appropriate referrals.
- Work with EWA and Shakti colleagues to support individual women to meet their work and learning goals.
- Support EWA and Shakti colleagues to engage with project partners

<b><i>Essential requirements</i></b>
<ol style="list-style-type: none"><li>1. An ability to demonstrate experience and understanding of multi-agency partnership working</li><li>2. Ability to demonstrate successful self-directed working</li><li>3. A commitment to the values of Women's Aid and an understanding of domestic abuse as violence against women.</li><li>4. An in depth knowledge of issues relating to gender based violence and an ability to apply this knowledge in working with service users, employers and other stakeholders.</li><li>5. Experience of facilitating group work and providing direct support to women</li><li>6. Experience of interfacing with employers or employability programmes</li><li>7. The organisational skills needed to manage a variable caseload.</li><li>8. A range of skills to communicate at all levels with service users, partners and employers.</li><li>9. A working knowledge of employment programmes and an understanding of the impact and potential of these when viewed through a gendered lens.</li><li>10. Ability to maintain records in relation to performance and outcomes</li><li>11. Possession of the skills needed to meet challenging situations that arise around women who have experienced domestic abuse in a work environment e.g. effective negotiation, risk assessment and raising awareness in a sensitive way.</li><li>12. A proven track record in achieving agreed outcomes</li><li>13. Experience and knowledge of the particular issues faced by BME women</li><li>14. Experience of facilitating group work with diverse communities.</li></ol>



<b><i>Desirable requirements</i></b>
<ol style="list-style-type: none"><li>1. An understanding of welfare benefits and their role in helping people into work</li><li>2. Experience of working with women who have experienced gender based violence.</li><li>3. An understanding of job seeking and recruitment techniques</li><li>4. At least one community language used in Edinburgh</li><li>5. Full, clean driving licence and access to a car</li></ol>