

**Job Description**

**TITLE:** Young Person Guarantee Officer x 2 posts

**SALARY:**£30,728

**DURATION:** Fixed Term post until March 2022 (with possible extension to March 2023, subject to funding)

**RESPONSIBLE TO:** Young Person Guarantee Manager

**ORGANISATION DETAILS**

[Capital City Partnership](https://capitalcitypartnership.co.uk/) (CCP) is an arm’s length company of the City of Edinburgh Council and is tasked with the operational development, management and support of local and regional employability and poverty reduction measures. It takes a flexible approach to changing economic conditions, needs and opportunities but its core functions comprise.

* The management of all employability related grants and contracts awarded to external providers by the council and other key partners
* The management of assessment processes related to bids received for such grants and contracts and making recommendations for funding
* The provision of policy advice, research, and development support (including secretariat functions) to the city’s Jobs Strategy Partnership and partners
* The development and maintenance of common communications and management information infrastructure for the Jobs Strategy Partnership
* Development and support of the Joined Up for Jobs network and the Joined Up for Business partnership
* Increasingly, provision of support to the Edinburgh and South East Scotland City Region Deal skills programme

**JOB PURPOSE**

The posts are funded by the Scottish Government’s Youth Guarantee national commitment, strategically directed through The City of Edinburgh Council as part of their No One Left Behind remit. The ambition of the fund it to support young people into a positive destination as part of a collective effort to tackle youth unemployment because of COVID impacts.

The successful candidates will have a strategic and operational remit. Some officers will be engaging directly with young people and manage a frontline caseload, while other officers will be engaging with employers and key stakeholders, linking employability providers working with young people to emerging opportunities to ensure successful outcomes and positive destinations are achieved. Partnership working and networking will be a key element of a successful approach and the Officers will be expected to engage with a wide range of agencies and linking to national, regional, and local offers, including supporting employers and accessing Kickstart and other wage subsidy schemes.

We envisage the two officer posts as follows:

* Pathways for Priority Groups Officer
* Employability Youth Grants Officer

Although all posts will be flexible around the needs of the client group.

The Young Person’s Guarantee Officers will be managed and led by a Manager, working as part of a small integrated team with other support officers, each with a focus on achieving positive destinations for young people including job outcomes, work experience/internships, vocational training, volunteering and further and higher education. The Young Person Guarantee Manager will work with their team to develop appropriate targets and measures of success.

There will also be a further focus on supporting client groups facing additional barriers, including those with experience of mental health, post FE/HE students, BAME, young people with a disability, and those who are care experienced.

**KNOWLEDGE AND SKILLS REQUIRED**

Essential

* Two years minimum recent experience of working within the employability or related network areas.
* Understanding of the Youth Guarantee commitment and Scottish Government Fair Work framework and principles.
* Understanding of the local Edinburgh Employability Partnership network, including the Joined up for Jobs network of employability projects and Joined up for Business partnership support for employers.
* Experience of working with young people or other vulnerable groups to support positive destination outcomes.
* Experience of supporting marginalised groups and/or organisations to achieve positive outcomes and understanding the challenges they often face.
* Ability to demonstrate an appropriate level of relationship building and networking to facilitate opportunities for each young person to access.
* Ability to work effectively within a small team of officers as well as independently.
* Excellent presentation, verbal, and written communication skills.
* Meticulous approach to record keeping and recording of information including keeping client files.
* Confident in the use of a wide range of software packages, including MS Office.
* Confident in working in a COVID virtual setting if required, including use of Microsoft Teams and webinars and other software options.
* This role is regulated work and a PVG will be required.

Desirable

* Experience of grant management and/or contract management of funded services and outcomes tracking.
* Understanding or experience of accessing or supporting wage incentive schemes.
* Experience of youth work or working with youth organisations or young people and supported groups with additional barriers.
* Understanding of the Edinburgh and South East Scotland City Region Deal Integrated Regional Employability and Skills (IRES) programme.

**EMPLOYEE BENEFITS**

Your workplace will be The Capital City Partnership Offices at 165a Leith Walk Edinburgh *or working from home if COVID restrictions apply.*

The Capital City Partnership operates a 5-day, 35 ¾ hour working week.

Some evening and weekend work may be required, and the Capital City Partnership operates a flexitime and TOIL system.

Payment of the annual salary is by twelve monthly instalments. This is subject to appropriate deductions for National Insurance, Income Tax and Superannuation. Any broken period at the beginning or end of your service will be paid pro-rata. Payment will be made towards the end of each month by direct credit transfer to your bank or building society.

The paid leave entitlement is 25 days annual leave, 6 days floating and 4 fixed public holidays. Annual leave increases by one day per year of service to a maximum of 30 days. The Capital City Partnership’s leave year runs from 1st April to 31st March.

Under statute you are required to make provision for a pension. As an employee of the Capital City Partnership, you are eligible to participate in the CCP pensions scheme, which is a contributory scheme, members being automatically contracted out of the State Earnings Related Pension Scheme.

Please note that conditions of service at the Capital City Partnership are modelled on those applicable currently in the City of Edinburgh Council and any subsequent amendments, subject to the practicality of their implementation in a small organisation.

Any procedures that have been agreed are in the CCP staff handbook.

As of 1st May 2004, it is a requirement of the Asylum and Immigration Act 1996 that employers verify authenticity of specific documentation relating to an individual’s identity and UK residency status.