

## **Job Advert**

### **Employability Officer**

CEMVO is a national intermediary organisation with the aim of building the capacity of the ethnic minority (EM) third sector and its communities. We have a friendly working environment with an ethnically diverse staff team.

An exciting new opportunity has arisen at CEMVO Scotland funded by CAF. The project is to deliver a holistic support package to EM women that builds their confidence and wellbeing and allows them to achieve/get closer to achieving their employability goals. You will support a total of 45 women during the project through a variety of mechanisms such as mentoring and coaching to build their confidence and help them set goals to meet positive destinations. You will also support them to develop their CVs and apply for jobs to meet their career aspirations.

### **Job Details**

**Responsible to:** Head of Operations & Resources

**Job Title:** Employability Officer

**Hours of Work:** Full time (35 hours per week)

**Salary:** £28,000 per annum (4% employer's pension contribution)

**Length of Contract:** ASAP start or Jan 2022 to March 2023 (This could be extended subject to funding)

**Office Base:** Glasgow (Currently working from home)

## **Job Description**

### **Specific Duties and Responsibilities**

- To work to ensure a holistic programme of support is developed and delivered
- To assess clients and develop and deliver one to one support based on confidence and employment needs including skills and experience audits, job searches, interview techniques and mock interviews
- To develop and deliver one to one support to clients, as well as a structure for providing group and peer support within a blended model of delivery
- To identify and contact a wide range of employers to initiate work placements, shadowing and mentoring with a target of 10 women placed in volunteering roles or employment
- To organise and support the delivery of Steps to Excellence training workshops and goal setting training and other sessions to promote confidence and wellbeing and help clients meet positive destinations
- To ensure monitoring and evaluation processes are in place to record the meeting of project outcomes
- To undertake other appropriate duties and tasks that will enhance the work of CEMVO Scotland as requested by the HOR or Director.
- To promote the programme widely and advocate the need for employability support for EM women and work with the HOR to sustain the project
- There is a requirement to work flexibly, including working evenings and weekends as necessary in order to ensure appropriate fulfillment of duties. At the current time we are working from home and are likely to resume office working in Jan 2022.

## **Personal Specification**

### **Essential**

- At least 2 years' experience working with women in a similar role, or providing employability support to a portfolio of clients
- Knowledge and experience of CV and job application development and providing mock interviews
- Knowledge and experience in identifying individual needs and developing and delivering programmes to meet these needs
- Knowledge and experience in developing training programmes to allow clients to build 'key' and 'transferable' employability skills
- Excellent networking skills to engage with key stakeholders to develop synergies to develop the programme
- Ability to negotiate effectively to develop a pool of employment placements in areas that match client's needs
- Knowledge and experience in project management, with proven track record of achieving positive outputs/outcomes, including monitoring and evaluation processes and coordinating activities
- Good communication, interpersonal skills and working in a team environment
- Commitment to the development of the ethnic minority voluntary sector, as well as good understanding of race equality and issues affecting the sector
- Ability to meet targets and deadlines
- Good organisational skills, including managing own workload and the ability to prioritise



### **Desirable**

- Knowledge and experience in managing projects
- Ability to speak at least one community language (Urdu or Punjabi, Cantonese or Mandarin)
- Knowledge of or work experience in the ethnic minority third sector

Please apply using the CEMVO Scotland application form, specifically stating how you meet the points in the personal specification. The closing date for applications is **Tuesday 21<sup>st</sup> of December 2021** and interviews are likely to be before Xmas.