

Employability Compliance Co-ordinator

This post is funded by Skills Development Scotland (SDS) with support from European Social Fund (ESF)

Job title: Employability Compliance Co-ordinator

Salary: £21,000 - £24,000 per annum

Contract Length: Fixed term contract until 31st March 2023

Based at: The Boardwalk, 105 Brunswick Street, Glasgow, G1 1TF (option for hybrid/flexible working)

Travel: Occasional travel may be required across the local authorities in which Impact Arts delivers.

Reporting to: Caroline McGhee, Head of Operations

Working hours: 37.5 hours per week over 5 days: Monday – Friday. Staff must work their core hours between 10am – 4pm. Flexible working can also be discussed.

Qualifications and Experience:

Educated to HND level or equivalent with relevant post qualification experience of minimum 3 years.

Other Essentials: Subject to Disclosure Scotland check

Closing date: Monday 13th June at 9am **Interviews:** Wed 15th June/ Thurs 16th June

Expected Start Date: 1st July 2022

In all our work, Impact Arts aims to tackle the inequalities that exist in Scotland and to ensure everyone has equal opportunity. We encourage all applications for this post, particularly from those who are currently under-represented in the creative and arts sectors. Impact Arts welcomes all people no matter their age, race, gender, sex, sexual orientation, religion or belief, class, cultural background, disability, marital status, pregnancy or maternity status.

We want to make sure that process barriers do not get in the way of applicants, so if you have any accessibility needs in regards to any parts of this process (or want to discuss alternative ways to show your skills and relevant experience), please get in touch.

Company Values

As a team of people we share the following values:

Our values

CREATIVITY

We always place creativity at the centre of all that we do.

INTEGRITY

We are always honest and truthful and act with transparency.

EQUALITY

We value people's right to be different and ensure everyone has equal opportunity.

KINDNESS

We always treat everyone with care and respect.

AMBITION

We are always ambitious in what we want to achieve for our partners, participants and colleagues.

What We Do

Established in 1994, Impact Arts is a national arts organisation which tackles inequalities in Scotland through creative engagement. We envisage a Scotland where everyone values and benefits from the power of creativity to transform lives.

Our strategic objectives are:

- We will transform **Children and Young People's** lives through impactful arts and creativity.
- We will grow **Communities** to become stronger and empowered through creative engagement.
- We will support **Older People** the opportunity to take part in life enriching arts and creativity.

We place innovation, enterprise and creativity alongside outstanding delivery, sound management and a strong ethos of partnership to tackle society's big issues. Our talented

in-house and freelance artists across Scotland and beyond ensure that our artistic programmes, exhibitions, performances and events are of the highest quality. We exist to inspire creativity in people and regenerate our communities through a deep and rewarding relationship with the arts.

We have over 50 staff and 100 freelance artists working on services across Central Scotland with our Head Office in Glasgow. We work with multiple partners and funders all with a strong ethos #artchangeslives. We are supported on an annual basis by over 40 funders including Cashback for Communities, Skills Development Scotland, National Lottery Community Fund, Life Changes Trust, Corra Foundation, Scottish Government and a range of other foundations and trusts.

Our Impact

Our 2020/21 figures:



Background

Impact Arts have successfully delivered youth employability programmes for over 12 years and in that time have developed a successful track record which has resulted in us securing large scale employability contracts such as Skills Development Scotland's National Third Sector Funding. At this time, we are looking for an enthusiastic, organised and committed Compliance Co-ordinator to join Impact Arts, who will support the employability team by ensuring the highest standards of compliance are achieved and outcomes are maximised through effective evidence and claims.

Purpose

The Employability Compliance Co-ordinator will be instrumental in ensuring that our internal controls, processes and systems are implemented effectively and compliant with funder requirements. They will support the team to successfully achieve desired outcomes for a range of funders.

Main Responsibilities:

Systems Administration

- Register participants on external systems operated by partners such as local authorities, Skills Development Scotland, European Structural Funds and SQA
- Migrate information from our internal Salesforce database onto external systems.
- Upload supporting information and documents to both internal and external systems.
- Send reminders to teams to report/upload information – highlighting deadlines.
- Coordinating teams to ensure targets/deadlines/evidence/systems requirements/timescales
- Support the Delivery team in the preparation of paperwork for programmes and accredited (including SQA) delivery where required.
- Oversee specific individual project targets as agreed with each funder.
- Generate reports on project performance and highlight to Programme Managers any under-performing areas
- Support with the preparation of project reports
- Collation of information to support funding applications
- Complete necessary documentation accurately and efficiently
- Ensure Impact Arts' Salesforce CRM is maintained and up to date

Compliance

- Support with the pre planning and implementation of projects, ensuring documentation aligns to contractual obligations
- Carry out regular reviews of compliance paperwork and supporting evidence to ensure contractual obligations are being met.
- Promptly identify and highlight any missing or incomplete information or documents with relevant team members.

- Liaise with Programme Managers and Project Coordinators to support them in collating missing information, highlighting deadlines and other requirements.
- Liaise with external agencies (employers, colleges etc) to collate documents and evidence in relation to client destinations.
- Gather and organise evidence to assist in internal and external audits for a variety of funders including SDS, European Structural Funds and SQA ensuring that all supporting evidence is stored in compliance with GDPR requirements
- Contribute to the development of guidance, processes and documentation to support Impact Arts staff in meeting required standards for recording information.
- Attend contract meetings with relevant funders/liaise with funder to ensure contractual obligations are met.
- Work closely with Programme Managers to collate qualitative and quantitative data for reporting purposes.
- Monitor and update funder quality assurance frameworks, in conjunction with/alongside Programme Manager's and Infrastructure Manager.
- Plan and deliver training sessions to delivery teams /conduct refresher sessions to individuals/small groups/teams.
- Train teams on the use of external databases/systems.

Organisational

- Awareness of current policy and practice relating to data management including appropriate use of information e.g. GDPR
- Carrying out any other duties appropriate to the post in line with Impact Arts needs
- Representing Impact Arts at events
- Supporting and promoting Impact Arts' values
- Participating in training, meetings and events as required

Qualifications and Experience

Educated to HND level or equivalent with relevant post qualification experience of minimum 3 years

Technical Skills and Knowledge

Essential:

Strong administration skills

A keen eye for detail and excellent organisational skills

Experience of collating complex information

Experience of presenting information for funders

Excellent communication skills

Effective IT skills including Microsoft Office suite

Desirable:

Experience of using a CRM (Salesforce)

Knowledge of European Structural Funding requirements

Personal Skills and Qualities

Excellent customer service skills

Energy and commitment

Approachable and able to develop good working relationships with staff at all levels

Resilient when faced with a high workload and deadlines

Ability to act on own initiative, problem solving as required

Reliable and self motivated

Disclosure Scotland - Successful candidates will be required to undergo a Disclosure Scotland check.

To apply:

Please visit www.impactarts.co.uk to download an application form.

All completed applications should be sent to jobs@impactarts.co.uk by 9am on Monday 13th June 2022.