



Job Description: Employability Support Assistant (Young Parents)

Hours: 35 hours per week over 5 days (Monday – Friday)

Salary: Point 5: £19,110 (35 hours)

Location: Based at OPFS Lanarkshire Office

Role and Responsibilities

The Employability Support Assistant will be responsible to the Lanarkshire Service Manager and work with the Employability Advisor to deliver OPFS Lanarkshire Young Parents Employability Service. The role will include the provision of employability support, outreach activities, supporting the delivery and helping with the co-ordination and facilitation of one-to-one support meetings, group work employability sessions and training courses for young parents.

Key Tasks

- **Employability Support:** Support the Employability Advisor to engage with young parents and promote the services available through One Parent Families Scotland by developing trusting relationships with young parents through the provision of 1:1 support meetings, providing information, advice and support to young parents engaging with the service.
- **Support Young Parents:** to access and attend one to one meetings, local employability group work and training sessions, helping young parents to develop their confidence, skills, knowledge, and motivation to access available opportunities, and make informed and positive choices in their lives. Work with young parents to complete online forms, charitable grant applications and refer to appropriate financial inclusion services.
- **Employability Advisor:** to help identify community resources and local services and assist young parents to engage with services, resources and agencies that will enable parents to progress into employment, education, or further training. Assist with the delivery of employability group work and training provision including, confidence building, early work preparation, volunteering, developing and building skills to access local opportunities.
- **Record Keeping & Reporting:** Maintain confidential information, complete all appropriate client paperwork. Record and document meetings and support provided to single parents and in-put data onto OPFS database. Complete monthly reporting template and write case studies within agreed timelines.

The job description is a broad picture of the post at the time of preparation. It is not an exhaustive list of all possible duties. It is recognised that jobs change and evolve over time.

Personal specifications

Essential:

- Experience of being single parent.
- IT: Competent in word processing, spreadsheets, databases, e-mail.
- Personal attributes: (Professional), friendly, welcoming personality and an organised approach to tasks, good communication skills.
- Strong organisational skills & a team player.

Desirable:

- Services for families: Knowledge or experience of employability services for single parents in Lanarkshire
- Internet: Experience of information gathering research information from the Internet.
- Driving License: A clean driving license and access to a car
- Personal Qualities: friendly & personable manner, flexible approach to duties

Terms and conditions

- **Period of appointment:** Fixed term contract until 31st March 2023 with the possibility of extending (dependent on funding). Confirmation of appointment is subject to satisfactory completion of a 3-month probationary period, references, and receipt of a satisfactory disclosure check.
- **Salary:** Point 5: £19,100 pro rata
- **Hours of work:** 35 hours per week and flexible to meet the needs of the service
- **Holidays:** Annual leave entitlement is 25 days and 12 public holidays (Pro-rata)
- **Pension:** You will be auto enrolled from your start date. OPFS pays 7% of your salary and you pay a minimum of 3%
- **Training and support and supervision:** You will receive induction training and frequent support in the first three months. Thereafter you will receive monthly individual support and supervision and annual appraisals and attend regular team meeting. OPFS is committed to the development of its staff through internal training and access to external training.
- **Equal Opportunities and Family Friendly Employment:** OPFS aims to be an equal opportunity and family friendly employer. OPFS has Investors in People status and Living Wage accreditation.

Recruitment Timetable

If you are interested in working with One Parent Families Scotland, please download your application form from our website www.opfs.org.uk and email your completed application form to jobs@opfs.org.uk. Please contact info@opfs.org.uk 0131 556 3899 if you require a paper application form.

Please note that we are promoting this vacancy until 11th August 2022. Interviews will take place on a weekly basis throughout July and August 2022.