



Job Description: Parental Employability Development Worker

Post: Parental Employability Development Worker

Fixed Term: Funded to 31st March 2023 (with potential to be extended)

Hours: 16 – 35 hours per week

Salary: Point 13-17, £23,218 - £28,379 per annum, pro rata

Location: OPFS Dundee office with opportunities to work from home

Reports to: OPFS Family Support Services Manager

This position is partially funded by European Social Funds (ESF), and so will adhere to rules and guidance from this funder. 100% of working hours will be dedicated to working on the Parental Employment Support Service, in partnership with Dundee City Council and other organisations.

Main Duties

The Parental Employability Development Worker will be responsible to the Dundee Services Manager and will work in collaboration with the Parental Employment Service to support single parents who are in work, but are under-employed, to develop their in-work potential. The work will be in partnership with single parents and their employers, to achieve a positive outcome.

You will work closely with a number of single parents, profiling their skills, qualifications and experience and jointly planning activity that will enable them to achieve their work goals, upskill through training and support, and achieve progressions or sustainment in work.

You will be an important member of the wider Dundee Family Support Services team, supporting organisational objectives through delivery of support but also through positive collaboration and innovation within your team to support strategic and societal goals.





Specific Duties

- **Case Management:** Support single parents in work using case management methods, to provide a continuum of consistent support to enable them to develop their in-work potential.
- **Barriers:** Identify barriers to in work development and work with single parents with to address those barriers.
- **Parents:** Develop positive relationships with participating single parents, their circles of support and professional support services.
- **Liaison:** Building links with organisations and groups throughout Dundee, to identify eligible single parents interested in progressing in-work.
- **Outreach & Engagement:** Undertake activities in communities to actively reach eligible single parents as a basis to support their learning and development and engage them in action to support change within their lives.
- **Work/Vocational Activities & Training:** Co-ordinate and deliver a range of activities to enable single parents to develop core knowledge and skills to increase their in-work potential.
- **In Work Support:** Provide single parents with continued support whilst in employment to help sustain their jobs.
- **Local services:** Work closely with local partners, including employers, funders and other stakeholders, developing professional relationships that will offer a diverse range of experiences and opportunities.
- **Signpost:** single parents to services that will address their needs.
- **Money Advice:** Liaise with money advice workers and the single parent helpline to offer better off calculations and access to debt counselling support.
- **Marketing:** To implement the marketing and promotion strategy for the service.
- **Record Keeping:** Keeping accurate and up-to-date records ready for audit; recording and gathering project information in line with project timescales and work plan; handle and store information in line with One Parent Families Scotland data protection policy; report accurately on project activity when requested in line with project timescales.
- **Other Relevant duties:** Carrying out any other relevant duties related to the above.

Other Duties:

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



Personal Specifications

Essential

- Qualification: A relevant professional qualification or an exceptionally good standard of education equivalent to HNC/HND, SVQ 3 or 4 combined with relevant experience.
- An understanding of the issues impacting single parents in today's society.
- A commitment to support single parents to progress in the jobs they want.
- Understanding of employability services and methodologies.
- Knowledge of the local area and its community assets.
- Ability to profile skills and aspirations of individuals.
- Ability to innovate and plan so all clients can achieve their goals.
- Experience of achieving success through innovation.
- Ability to partner and negotiate with stakeholders.
- Professional presentation and personality.
- Self-management skills and the ability to meet duties effectively.
- IT literacy.
- Proactive and collaborative approach to teamwork.
- Commitment to personal and professional development.
- Flexibility to meet the needs of the services.
- Satisfactory Disclosure check.

Desirable:

- Knowledge of skills and employment services
- Knowledge of Supported Employment Programmes
- An understanding of ESF compliance requirements
- Understanding of relevant policy and legislation and how these impact on single parent families
- Knowledge of Welfare Benefits: it would be helpful for candidates to have a broad understanding of the benefits system as it relates to single parents.
- Experience of developing new services
- Experience of group work: candidates should preferably have had experience of running groups and understand group work issues
- Driving license and use of a car.
- Experience of work with single parents: Prior experience of work with single parent families in a voluntary sector or statutory context would be helpful.



Terms & Conditions

- **Period of appointment:** The post is funded until 31st March 2023 (with potential to be extended) Confirmation of appointment will be dependent on completion of a satisfactory three-month probation period.
- **Salary:** OPFS salary scale points 13 - 17, currently £23,218 - £28,379 (pro rata). Appointments will be made at a point reflective of previous experience and salary.
- **Hours of work:** 16 - 35 hours weekly with flexibility to meet the needs of clients.
- **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 3%.
- **Training, support, and supervision:** OPFS is committed to the development of its staff through internal training and access to external training. We also have an annual staff appraisal system in place and all staff receive regular monthly support and supervision from their manager.
- **Equal Opportunities and Family Friendly Employment:** OPFS aims to be an equal opportunity and family friendly employer. We have Investors in People status and Living Wage accreditation.

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Recruitment Timetable

Closing date: The closing date is Monday 8th August 2022 at 5pm. Please download an application 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.

Interviews will take place in person at the OPFS Dundee office.