



# VASLAN

SOUTH LANARKSHIRE

*Third Sector Interface*

**JOB DESCRIPTION: Employability Network Co-ordinator**

Full Time (35 hours p/w), Holidays: 25 days per year

Salary: £26,632

**Duration:**

The post will be on a fixed-term basis until 31<sup>st</sup> March 2025.

**Location:**

VASLan operates a hybrid working model. This post will be based in Hamilton, with South Lanarkshire-wide travel and flexibility to work remotely within a blended week.

**Accountable to:** Engagement Lead

**Organisational Profile:**

VASLan is South Lanarkshire's Third Sector Interface (TSI). The Scottish Government requires a TSI to operate across four key areas of activity. These key areas fall under the following;

Central Source of Knowledge:

About the third sector locally. Local and national policy and how it might affect the third sector, communities and citizens, and how the third sector can contribute to those agendas.

Voice:

We are ensuring a robust third-sector voice at a strategic level within local and national planning structures.

Building Capacity:

We are developing the capacity of volunteering, community groups, voluntary organisations, and social enterprise to achieve positive change.

Connect:

Providing leadership, vision and co-ordination with the local third sector to better respond to local priorities, including through partnership and collaboration.

## **Job Purpose:**

This role will engage with, determine and better understand third-sector capacity and existing provisions across the employability pathway. You will undertake a gap analysis and establish local networks to improve the collaboration, quality and scope of employability services across third-sector organisations. You will then work with third-sector partners to co-produce an investment plan to see the third sector collectively and collaboratively contribute more actively to local employability priorities within our communities.

## **Responsibilities:**

- Gather intelligence around third-sector capacity and provision about employability
- Listen to third-sector partners and our communities to better understand capacity-building needs in this space
- Support local voluntary organisations to make further contributions to the Local Employability Partnerships 'No One Left Behind' plan
- Connect third sector partners on a locality basis around the thematic employability theme to create networking and sharing best practice opportunities
- Undertake ongoing analysis to create a documented picture of third-sector provision across the employability pathway
- Undertake a gap analysis at a locality level to identify what is missing and would be most impactful in delivering the agreed outputs and outcomes
- In terms of outputs and outcomes, shape our offer to facilitate participation in work-based programmes, people job searching and finding employment or education/training, removing structural barriers and familiarisation with workplace standards
- Co-produce an investment plan and manage a fund in collaboration with third-sector partners via a thematic network, distributing multi-year funding where possible and practicable
- Explore the best use of resources via both in-work and out-of-work employability provision
- Engage with the private sector in collaboration internally with our volunteering team around matching Employer Supported Volunteering opportunities with community-based employability needs
- Prioritise developing resilient communities by tackling poverty by co-ordinating support which helps people into fair work, removes barriers to employment, and gives children the best start in life
- Collaborate internally with the engagement team to ensure a joined-up approach to workforce development and a training offer to volunteers and third-sector organisations
- Co-ordinate from start to finish the measuring, recording and evaluation of the impact of this work
- Supporting the digital capability of the TSI in key areas, including impact, data integrity and reporting, making full use of our CRM system.
- To represent VASLan as required/appropriate at local and national meetings/events.
- Providing VASLan representation at relevant meetings and working with external partners/bodies as appropriate.
- Provide written reports on progress against agreed actions and critical work areas, where appropriate.

- With timely delivery against targets/actions and with the Engagement Lead, oversee activity associated with identified delivery areas.
- Carry out all work-related tasks in line with the policies and procedures. To perform other similar and appropriate duties as required.

This job description is a broad picture of the post at the date of preparation. Post Holders may be required to carry out additional duties to fulfil the job's purpose and respond positively to changing business needs.

**Person Specification:**

	<b>Essential</b>	<b>Desirable</b>
Experience	<p>Experience working directly with communities</p> <p>Experience in project management at a delivery level.</p> <p>Experience working directly with emerging and established Third Sector organisations.</p> <p>Experience in identifying, developing and delivering training.</p> <p>Experience in developing resources across multiple platforms that support community and voluntary groups.</p> <p>Experience working across the employability pathway</p>	<p>Degree in relevant subject</p> <p>Project management qualification</p> <p>Train the Trainer qualification</p>
Knowledge	<p>Knowledge and experience of working within the employability sector.</p> <p>Knowledge and experience in community capacity building.</p> <p>Knowledge of local Third Sector organisations.</p> <p>Knowledge of community capacity building.</p> <p>Good knowledge of Microsoft products.</p>	<p>Knowledge of working with databases</p> <p>Willingness to undertake personal development plan and training</p>
Skills and abilities	<p>Ability to communicate and present information clearly and concisely and pass on information accurately and</p>	<p>Ability to work on own initiative and as part of a multi-agency team</p>

	<p>efficiently. Good literacy, numeracy and presentational skills.</p> <p>Ability to communicate with people from different backgrounds and skills with respect and patience. Strong written and verbal communication skills.</p> <p>Ability to work to deadlines and prioritise tasks.</p> <p>Excellent organisational and planning skills and attention to detail.</p> <p>Ability to work independently and collaborate internally.</p> <p>To be flexible in changing priorities as required.</p> <p>Able to travel independently across the South Lanarkshire area.</p>	
Other	<p>Open-minded and non-judgemental</p> <p>Good timekeeping and willingness to work flexibly.</p>	