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**JOB DESCRIPTION**

**Employment & Careers Guidance Project Co-ordinator**

**NUMBER OF HOURS:** Part time (17.5hours per week).

**DURATION:** To end of March 2026.

**SALARY**: £29,439 per annum pro rata.

**RESPONSIBLE TO**: SCOREscotland’s Manager.

**RESPONSIBLE FOR**: Sessional staff and volunteers

**PURPOSE OF THE JOB**

The purpose of the job is to work with adults and young people (16 years plus) from black and minority ethnic (BME) communities in South West Edinburgh to help them identify and work towards their career and employability goals. With specific focus on overcoming language difficulties and addressing client’s specific barriers to employment. The aim of the role is to develop and improve each participants’ employability skills through workshops, classes, one to one employment guidance counselling and volunteer placements.

**MAIN TASKS**

* Promote the project and recruit participants targeting the black and minority ethnic communities (BME) in South West Edinburgh.
* Collaborate with other agencies to plan, publicise, deliver and evaluate varied short employment guidance courses and workshops.
* Help participants to create employment action plans by identifying their short, middle and longer-term employment aims and follow up to evaluate and provide further support as necessary.
* Help participants develop skills and techniques for writing job applications, covering letters, personal statements, CVs, interview preparation and practice.
* Support participants to source job vacancies that match their qualifications, knowledge, skills and experience and increase their knowledge and understanding of employment rights, law and responsibilities in the work-place.
* Recruit, induct and train volunteers and arrange volunteering work experience placement opportunities within SCOREscotland and other local organisations.
* Monitor and evaluate the project; ensuring that all statistical returns are submitted within the set deadlines.

**Person Specification:**

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| **Qualifications and Experience:** | |
| **Essential Criteria:**  A university degree and extensive professional experience in delivering community development projects. | **Desirable Criteria:**  Experience in delivering career guidance advice for BME people. |
| **Knowledge and Skills**: | |
| **Essential Criteria:**   * An understanding of the Scottish Government’s Careers Information Advice and Guidance Strategy and Career Management Skills Framework. * Skills and experience in providing careers information, advice and guidance services to adults and young people aged 16 and over from BME communities. * Knowledge and understanding of the challenges and barriers experienced by these communities trying to progress onto education, training and employment. * Strong employment coaching skills and good group-work and motivational skills. * Digital skills to use a range of digital tools during service delivery. * Skills and experience in engaging effectively. * Excellent inter-personal skills. * Effective networking skills to build external working partnerships. * Knowledge of Wester Hailes community, local organisations and services. | **Desirable Criteria:**   * Experience of working with and engaging partner organisations. * Knowledge of sources of information on funding and welfare benefits. * Knowledge and understanding of the Employability Fund. * Understanding of emerging theories of career choice and how to apply these to professional practice. * Knowledge and awareness of current career and labour market trends at national & local levels. * Good understanding of the racial and institutional discrimination experienced by these communities in the workplace and education systems. * Knowledge and understanding of routes and pathways for people to facilitate their transition to sustainable opportunities. * Community language skills (e.g. Arabic, Urdu, Bengali or Polish). * Knowledge and understanding of Curriculum for Excellence and Opportunities for All. |
| **Personal Attributes:** | |
| **Essential Criteria:**   * Ability to identify each participant’s needs and support them to build plans that will meet those needs. * Able to be flexible in approach to cope with changing demands and meeting the needs of participants and stakeholders. * Able to successfully manage conflicting priorities. * Ability to develop constructive relationships at all levels. * Skilled in networking effectively to maximum opportunities for participants. * Strong focused on continuous improvement. * Skilled in self-management and team-working. | **Desirable Criteria:**   * Pro-active in contributing to the continuous improvement in overall service delivery and actively contributing ideas and solutions, in terms of resources and tools, to enhance the professional service. * Sharing best practice with team members and other partner organisations. * Developing creative solutions to engage and motivate participants. |