



Job Description  
Parental Employment Coach  
35 hours per week, Permanent Contract

*This job role is 35 hours per week, however we will consider flexibility for the right candidate(s). For example, we may be able to offer part time hours or job share opportunities. Start date is ASAP.*

*Closing date – Monday 19 February at 9am. Please note, we may contact and interview candidates before the closing date, so would encourage you to send your application to us as soon as possible.*

**Location:** Livingston – office based and locally home based  
**Role Reports To:** West Lothian Programme Manager  
**Direct Reports:** None  
**Job Family:** Job Family 3 - £25,000 per annum (Full Time Equivalent)

Information on our organisation

ProjectScotland, part of the national charity Volunteering Matters, supports people to move forward in life and reach their goals. We are recruiting a **Parental Employment Coach**, to provide employment support to parents.

The types of parents we support in West Lothian include:

- Lone Parents
- Parents with a disability, or who have a child with a disability
- Parents from an ethnic minority background
- Families with 3 children or more
- Families with a child under the age of 1
- Parents aged 25 and under

We are looking for a candidate(s) who can work flexibly, is driven, and is passionate about supporting parents to move forward in life and reach their goals.

It is important that the post holder can commit to our organisational values - being Compassionate, Empowering, Inclusive, Positive and Straightforward.





### Information on the role

You will provide employment support to a range of parents in West Lothian, in several flexible ways. For example, this includes:

- Working with parents on a 1:1 basis, building a strong and trusting relationship, helping parents to understand their strengths, skills, and their barriers to employment
- Helping parents to put steps in place to break down their barriers or challenges
- Supporting parents to develop their CV, help with application forms, mock interviews, job search, building confidence, developing soft-skills etc.
- Where appropriate, helping parents to access quality volunteering opportunities, or training courses

You will also work alongside other colleagues in West Lothian who are setting up additional opportunities for parents locally. This includes paid work placements or jobs with local employers, and opportunities for parents to take part in mentoring.

### Information on our Employee Benefits

Our ambition is to be the best place to work in the charity sector. We offer lots of employee benefits:

- Fully flexible working
- Unlimited annual leave, to achieve a positive work-life balance
- Cycle to Work scheme
- Interest free season ticket loan (public transport)
- Competitive and supportive maternity/adoption/family leave provision
- Competitive and supportive sick leave provision
- Access to our free Employee Assistance line (provided by CiC Wellbeing)





### **Our ways of working**

We offer flexible working by default. This means that our staff have significant flexibility when it comes to place of work, working hours, and are empowered with the responsibility of managing their own diary and workload.

Part of your working week will need to be based in West Lothian communities, meeting with parents, internal and external colleagues, partners, and other stakeholders.

For the remainder of the time, you can work from our local office, or home (must be close to West Lothian).

When working at home, you will need good internet access and a suitable home working environment. All I.T. equipment, staff mobile phone and infrastructure will be supplied.

### **Diversity & Inclusion**

We encourage applications from people of all backgrounds and communities. This will help us to ensure that our staff team represents the people we serve in Edinburgh and the Lothians.

We particularly welcome applications from Black people, people of colour, and people with disabilities – all of whom are currently under-represented in our staff team.

### **Disability Confident & Reasonable Adjustments**

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the role.

Please provide evidence in your supporting statement which demonstrates that you meet the level of competence required in the “Experience/Skills” section of this job description.

To be considered for a guaranteed interview or to discuss any reasonable adjustments during the process, please state this in your application or contact [scotinfo@volunteeringmatters.org.uk](mailto:scotinfo@volunteeringmatters.org.uk) for more information.



### Duties and Responsibilities

- Role model and display our organisational values – being Compassionate, Empowering, Inclusive, Positive and Straightforward.
- Provide employment support to parents on a 1:1 basis, which is flexible and person-centered, ensuring parents achieve their goals
- Get to know each parent and their skills, strengths, experience, barriers, and goals, resulting in the creation of a personal action plan
- To ensure every parent has a great experience of our support, from the point of referral until the end of their support
- Work alongside colleagues to ensure parents have the chance to take part in paid work placements, jobs, mentoring relationships, or volunteering
- To work effectively with partner organisations, to attract parents to the programme and meet their needs
- Ensuring project information and data is collected, and that the project meets its agreed targets
- Administration tasks including using Office 365, other software systems, and keeping effective records – full training will be given
- Teamwork across the regional staff team and the wider charity, working in a flexible way

*This job description is intended to include the broad range of responsibilities and requirements of the post. While some variations may be expected, these will be at an appropriate level for the role.*





## Person Specification

### Skills Required

- Excellent knowledge and understanding of the life challenges and barriers that parents face, particularly parents in the priority groups (Page 1)
- Understanding of how to assess parents needs, in a person-centered way t
- Excellent verbal and written communication skills including being able to have strategic conversations with partners one minute, and talk to an anxious parent the next
- Excellent people skills, able to build professional, long-term relationships with various stakeholders, to influence and motivate others
- Excellent organisational and IT skills including the ability to manage workload and prioritise effectively, with strong attention to detail
- Driven, able to use own initiative, and work independently

### Experience Required

- Experience working with people who have life challenges or barriers to employment, particularly parents from the priority groups (Page 1)
- Experience in providing employability and vocational support to parents (e.g – creating excellent CV's, able to help parents with job search, applications, interview prep, developing soft skills and confidence)
- Experience working as part of a team , including with internal colleagues and external organisaitons
- Experience of delivering a project, achieving high targets, managing a busy workload and working to deadlines
- Understanding of, and commitment to, Equal Opportunities





### Qualifications Required

We are not looking for any specific qualifications, for this role. Relevant experience and skills is more important, along with a commitment to our organisational values.

### Protection of Vulnerable Groups (PVG) scheme

This role requires membership of the PVG scheme. Having a conviction is not necessarily a barrier to employment.

If you are not currently a member of the PVG scheme, we can support you with the application process (fees will be reimbursed by Volunteering Matters).

### To Apply

- Please prepare an up-to-date CV
- Please write a supporting statement – this should be at least 1 A4 page which demonstrates why you are the best person for this role. You should refer to the Job Description and Person Specification
- Send your CV and supporting statement to – [scotinfo@volunteeringmatters.org.uk](mailto:scotinfo@volunteeringmatters.org.uk)
- Finally, please complete our [Recruitment Monitoring Form](#)

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