

Job Title: Training and Employability Lead

Salary:	£32,445 for full-time (£25, 235pro rata)
Working hours:	28 hours per week
Reporting to:	The Welcoming CEO
Line Management Responsibilities:	3 part-time staff
Duration of Project:	As soon as possible to March 2027
Key Working Relationships:	Internal: Senior Management Team and project coordinators. Please refer to our organogram . External: Service users, funders, and partner agencies.

Purpose of the role

The purpose of this role is to work closely with the Chief Executive Officer and have overall responsibility for the quality of our training and employability provision. These programmes aim to support The Welcoming Association's New Scot service users in developing their English language skills, accessing work, volunteering, and training opportunities that match their skills, qualifications, and interests. The post holder will provide individual coaching and guidance for The Welcoming Association's service users and manage three project coordinators. They will also assist with the planning, delivery, and evaluation processes of the programmes they manage and other activities the organisation provides.

Responsibilities and duties

- Develop and implement a strategic vision for training and employability programs, aligned with the organisation's mission and objectives.
- Lead the development of annual operational plans, setting clear goals and targets for program delivery and quality improvement.
- Stay abreast of industry trends, best practices, and policy developments related to training and employability, and incorporate them into program design and delivery.
- Line manages employees responsible for delivering Employability, Training, ESOL, Skills, and Advice programmes and ensure coordination with other staff members.
- Work closely with the Welcoming Association's Chief Executive Officer to enhance the aims and objectives of the organisation.
- Provide support to New Scots service users with their training and employability skills needs, helping them overcome barriers to employment and training.
- Plan, facilitate and evaluate a programme of group workshops which prepare service users for employment in the UK (searching for jobs, writing job applications and cover letters, improving interview skills, learning about work culture in Scotland and UK employment rights).
- Build collaborative relationships with local supporting agencies and service providers.
- Provide support to new arrivals in Edinburgh by connecting them with relevant networks and community activities, both at The Welcoming and externally.
- Explore learning and work opportunities for New Scots and disseminate information appropriately to The Welcoming's employability service users.
- Link New Scots service users with volunteer opportunities (both internally and externally through voluntary organisations).
- Support English language skills development through access to The Welcoming's in-house programme of English classes, including English for Beginners, Intermediate, Upper-Intermediate and Conversation Classes.
- Undertake monitoring and evaluation of all activities in the programme.

- Contribute to the preparation of reports to funders.
- Participate in employment and capacity building networks.
- Participate in relevant meetings, conferences and training as part of continuing professional development.
- Work as part of the staff team, attending team meetings and undertaking supervision.
- Gather narrative and periodic financial reports and send them to the funders of the two projects via the CEO
- In collaboration with the CEO, seek out and secure funding opportunities to ensure the continuation of the programmes the post holder manages.
- Carry out any other duties or projects appropriate to the nature and grade of this post, as requested by the Welcoming Association's CEO

Person Specification (A = assessed at application stage. I = assessed at interview stage)

Essential	Desirable
Education and Qualifications	
<ul style="list-style-type: none"> • You will be educated to degree level or SCQF Level 9 (please see here for more information) or equivalent in Language Education, Economics, Community Development, Community Education, or other relevant subjects.. (A) 	<ul style="list-style-type: none"> • Qualification in Adult or Careers Guidance (A) • Qualification in Management (A)
Experience	
<p>Substantial experience of:</p> <ul style="list-style-type: none"> • Project and staff management. (A) • Overseeing ESOL, training, or employability programs, preferably in a nonprofit or community-based organization. (A) • Strong understanding of ESOL teaching methodologies, adult learning principles (A/I) • Support, supervision and professional development of direct reports. (A/I) • Demonstrated experience in program development, evaluation, and quality assurance. (A) • Proven track record of effectively managing teams and achieving results in a complex third sector environment. (A/I) • Excellent communication, interpersonal, and negotiation skills. (A/I) • Ability to think strategically, solve problems creatively, and make sound decisions under pressure. (A/I) • Commitment to diversity, equity, and inclusion, with a passion for empowering individuals through education and employment. (A/I) • Working cross-culturally and with people from diverse backgrounds. (A/I) • Designing and facilitating training sessions and workshops. (A/I) • Successful delivery of projects, including planning, promotion, implementation. (A/I) • Track record of monitoring, evaluating and report writing. (A) 	<p>Working with migrant, refugee, minority ethnic and socially disadvantaged communities (A)</p>
Knowledge, skills and attributes	

<ul style="list-style-type: none"> • Excellent communication and interpersonal skills, with clear written and spoken English and ability to communicate effectively with those who have English as a second language (I) • Strong one-to-one coaching skills (I) • Ability to work positively with people from a wide range of different backgrounds, religions and cultures in a sensitive and respectful way and to encourage an inclusive approach (I) • Comfortable working in a fast-paced, dynamic organisation, adjusting priorities as needed (I/A) • Ability to connect with, inspire and motivate people facing challenges in building new lives in Edinburgh (I) • Good knowledge of community networks and capacity building support services in Edinburgh (I) • Excellent organisational and planning skills (I) • Excellent and supportive teamwork (I) • Excellent IT skills, including Microsoft Office and social media (A) • Willingness to work flexible hours, including some evenings and weekends to accommodate organisational needs (I) • Commitment to the vision and the values of The Welcoming Association (I) 	<ul style="list-style-type: none"> • Ability to speak Arabic, Ukrainian, Russian, Pashtu, Spanish, Cantonese, or Mandarin (A)
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