

## Job Description and Person Specification

Job title:	Employment Programme Coordinator
Reports to:	Programmes Lead
Salary and Pension:	£27,276 - £32,235 (pro-rated for 0.8FTE) + 8% employer pension contribution
Weekly hours:	35 / 28
Location:	Hybrid – working from home and office space
Fixed term/permanent:	Permanent
Annual holiday:	35 days, including 10 days for public holidays (pro-rated for 0.8FTE)

## Role Purpose

The Employment Programme Coordinator will work with guidance from the Programmes Lead to deliver and develop the Employment programme and contribute to achieving the vision of disabled people being fully included throughout all Scottish society as equal citizens.

The role involves the delivery, promotion and ongoing development of the Internships programme, including the “We Can Work” national disability internship programme which offers paid internships in the voluntary and public sectors and within the Scottish Parliament. We aim to develop internships within the private sector in the future.

Collaborative working both internally and externally is a key aspect of the role and the postholder will work as part of the programmes team and contribute to the delivery of other programmes.

# Key Responsibilities and Tasks

## Employment Programme

Provide advice and support to disabled people who may take on an internship opportunity.

Support participating employers with inclusive selection practices.

Participate in intern selection processes as required.

Provide advice on disability, equality, Equality Act duties and requirements.

Provide ongoing advice and support to employers and interns, aiming to have a positive employment experience for all involved.

Organise intern training events.

Identify potential new internship and employment opportunities, and work to make these happen.

Develop guidance materials and advice resources for programme participants and other stakeholders.

Promote the Employment programme.

Undertake all work in line with safeguarding principles and procedures.

## Communications

Collaborate with colleagues to raise the profile, opportunities and learning of the Employment programme.

Share employers' and interns' lived experiences and views to colleagues, including the Programmes Lead, Coordinators and colleagues in Policy and Research.

Encourage and assist programme participants to engage in promotional activity for the Employment programme.

Collaborate with Membership and Communications colleagues to promote the learning, opportunities, achievements and work of the Employment programme, internally and externally.

Promote Inclusion Scotland and the Employment programme through attending and presenting at external meetings and events.

## External Focus and Relationships

Build and maintain positive relationships with key external stakeholders, including participating and potential employers, employability support providers, disabled people's organisations, Scottish Government and others.

Build and maintain strong networks of organisations that support delivery of the Employment Programme.

Represent Inclusion Scotland and the Employment programme externally, including chairing meetings, attending employment or employer conferences to network and raise awareness of the programme.

Share learning from the Employment programme with relevant external stakeholders.

## Monitoring and Evaluation

Monitor and evidence participants' learning, capturing case studies and survey data to demonstrate the programme's success, or areas for development.

Maintain documented evidence of the Employment programme work.

Monitor progress against programme outcomes on an ongoing basis and identify any areas of underperformance, taking action to address these without delay.

Contribute to reports for internal and external use, including reports to funders, funding applications and Board reports.

Undertake ongoing evaluation of the programme, identifying areas for improvement and implementing these.

Recognise and highlight any perceived risks within your area of work and effectively use the systems in place to manage these.

## Finance

Follow finance procedures and work with finance colleagues when required to enable accurate, timely finance reporting.

## Organisational

Promote the ethos and values of Inclusion Scotland in all activities.

Work as part of the Programmes team and contribute to the delivery of other programmes as required.

Work collaboratively with colleagues across the organisation.

Participate in Inclusion Scotland meetings, events and networks, as required.

Comply with organisational policies and procedures in all aspects of your role.

Carry out your work in line with relevant legislation, regulation, guidance, rules and standards.

Contribute to a positive organisational culture, embodying the organisation's values and playing a part in making Inclusion Scotland a great place for people to work.

Carry out any other responsibilities as may reasonably be required from time to time.

# Person Specification

## Personal Qualities

A demonstrable commitment to the Social Model of disability and the philosophy of Independent Living, and passion for supporting disabled people to be decision makers.

Commitment to diversity and ability to apply awareness of diversity and intersectional issues to all areas of our work.

A resilient approach to work and clear strategies for self-management as well as the ability to request support when needed.

Commitment and proactive approach to your ongoing learning and development.

Lived experience of being a disabled person is desirable.

## Experience

Experience of effectively engaging with disabled people.

Experience of planning, monitoring, delivering and evaluating a project to meet deadlines and agreed outcomes within budget.

Experience of providing advice and support services, including to disabled people and employers.

Experience of inclusive recruitment processes.

Experience of public speaking and representing an organisation externally.

Experience of providing training is desirable.

Experience of event planning and delivery is desirable.

## Skills and Abilities

Strong communication skills including written, verbal, nonverbal and listening skills.

Good presentation skills.

Excellent interpersonal skills to enable positive relationship building and effective collaborative working, internally and externally.

Strong organisational skills and attention to detail.

Proficient in the use of Microsoft Office products (Outlook, Word, Excel, PowerPoint, SharePoint).

Ability to plan and manage workload, meet deadlines and respond to unplanned demands.

## Knowledge and Understanding

Comprehensive understanding of the issues and inequalities faced by disabled people.

Strong understanding of Equality law as it relates to employment.

Good understanding of issues relevant to employability and good practice in inclusive recruitment.

Understanding of data protection requirements.

## Other Requirements

It is anticipated there will be some evening and weekend work which is supported by Inclusion Scotland's flexible working policy.