



Job Description: Development Worker: Lone Parent Positive Workplace Programme

Post: Development Worker (fixed term to 31 March 2026 with possibility of extension).
Hours: 30 hours per week.
Salary: Grade Point 13-17, £25,864 - £31,612 (pro rata for 30 hours).
Location: Based at OPFS Edinburgh, with travel in and around Central Belt as required.
Reports to: Head of Service: Support for Families and National Programmes.

Roles and Responsibilities

The Development Worker for the Lone Parent Positive Workplaces Programme will provide support and guidance to lone parents in securing, maintaining, and advancing employment opportunities. The role involves creating an inclusive, supportive work environment for lone parents, ensuring they have access to resources and networks that enable them to balance work and family responsibilities successfully. Working collaboratively as part of the national project to test and demonstrate opportunities and contribute to the wider objectives.

All roles at OPFS contribute to our mission of working with and for single parent families, providing support that enables them to achieve their potential and help create lasting solutions to the poverty and barriers facing many single parents and their children. Our core values of Justice, Equity, Trust, Collaboration and Compassion are at the heart of everything we do and underpin all aspects of our work.

Key Tasks

Support Lone Parents:

- Provide one-on-one support for single parents who are seeking employment or currently employed, helping them navigate challenges related to work-life balance and support them to sustain work.
- Connect lone parents to relevant resources, such as childcare options, financial advice, mental health support, and other support services.
- Assist with job search strategies, application processes, and interview preparation.

Lone Parent Positive Workplaces:

- Working collaboratively as part of the national project to support test & demonstration opportunities and contribute to the wider objectives.
- Work with employers to advocate for policies and practices that are family-friendly and inclusive of lone parents.
- Help employers develop or improve their workplace practices to ensure they support lone parents' needs, including flexible work hours and remote working opportunities.
- Work with OPFS colleagues to support parents to participate in creating positive workplaces for lone parents.

Develop and Deliver Training Programmes and Traineeships:

- Development opportunities for paid traineeships with like-minded organisations to create an alternative supportive pathway into work for lone parent families.
- Organise workshops and training sessions for lone parents to build key skills such as CV writing, interview techniques, time management, work life balance and stress management.
- Deliver tailored workshops for employers about creating supportive, inclusive environments for lone parents in the workplace.

Employer Engagement:

- Engage with employers in areas we will operate to establish partnerships and ensure they understand the value of employing lone parents.
- Offer advice on inclusive recruitment practices and provide support to employers on how to foster a positive, supportive environment for lone parents.
- Develop opportunities with businesses and organisations to offer lone parent guaranteed interviews for advertised vacancies.

Monitoring Impact and Success:

- Regularly monitor the progress of lone parents within the programme to assess their development in areas such as skills acquisition, job readiness, and career progression. gather their feedback on the support provided, the challenges they face, and their overall experience within the programme.
- Collect and analyse data on the number of participants who successfully secure employment, the duration of their employment, and their job satisfaction levels.
- Regularly collect feedback from employers who have partnered with the programme to gain insight into their experience working with lone parents.
- Prepare regular reports on the programme's impact, including analysis of key performance indicators (KPIs) such as employment placement rates, job retention rates, and participant satisfaction.

Marketing and Promotion:

- Working alongside the OPFS Comms Team Actively promote the Lone Parent Positive Workplace Programme to potential participants through outreach activities, social media, and community events.
- Raise awareness of the programme and its benefits in the community, working with relevant organisations to increase access to the programme.

Other Relevant duties

- Carrying out any other relevant duties related to the above.

Personal Specifications

Essential:

- Experience in employability field, career development or a related field.
- Strong understanding of the challenges lone parents face in the workplace and employment.
- Excellent interpersonal and communication skills with the ability to work with individuals from diverse backgrounds.
- Ability to build strong relationships with employers, community partners, and service providers.
- Experience in developing and delivering training or workshops.
- Empathy, patience, and a passion for supporting others to achieve their full potential.
- Ability to manage multiple tasks and priorities effectively.
- Driving licence and access to a car.



Desirable:

- Experience working with marginalised or vulnerable groups, especially lone parents.
- Familiarity with the barriers to employment and career progression faced by lone parents.
- Ability to work independently and as part of a team.

Practical Skills:

- Ability to plan, record and evaluate through recording and written reports.
- Strong organisational skills.
- Ability to work as part of a team and as an individual.
- Competent use of standard IT packages in word processing, spreadsheets, use of databases, and Microsoft Office 365.
- Knowledge of issues affecting single parents in Scotland.
- Commitment to professional development.

Personal Qualities & Attributes:

- Flexible to meet the needs of the service.
- To be approachable, friendly and a good communicator.
- The ability to prioritise workload.
- To accept and respond to the varying needs of families in a non-judgemental way.
- To ensure OPFS values are upheld.

Terms & Conditions:

- **Confirmation of Appointment:** Fixed term contract to 31st March 2026 with the possibility of extension (dependent on funding). Confirmation of appointment is subject to satisfactory completion of a 3-month probationary period, two references and a PVG check.
- **Salary:** Grade Point 13-17, £25,864 - £31,611 (Pro rata for 30 hours)
- **Hours of work:** 30 hours per week, worked flexibly to meet the needs of the service.
- **Holidays:** Annual leave entitlement is 25 days and 12 Public holidays (pro rata).
- **Pension:** You will be auto enrolled in our pension scheme with a 3% contribution from you and 7% contribution from OPFS.
- **Training and support and supervision:** You will receive induction training and frequent support in the first three months. Thereafter you will receive monthly individual support and supervision and annual appraisals. Regular



team meetings will be held, and staff have access to internal and external training.

- **Equal Opportunities and Family Friendly Employment:** OPFS aims to be an equal opportunity and family friendly employer. OPFS has Investors In People Gold status.
- **The job description** is a broad picture of the post at the time of preparation. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time.

Recruitment Timetable: The closing date for applications is Thursday, 26th of June with interviews commencing week beginning 30th of June.