

**Job Description**

**TITLE:** Contracts and Grants Officer

**STARTING SALARY:**£37,626 (Grade 7)

**HOURS:** Full time (35.75 hours per week)

**DURATION:** Fixed term to 31 March 2027 (extension dependent on funding)

**RESPONSIBLE TO:** Head of Contracts and Grants

**CLOSING DATE:** Midday, Monday 7th July 2025. Interviews expected to be held w/b 4th of August.

**LOCATION:** The role is based at CCP’s office in Leith, Edinburgh. The role will be hybrid with working from home some of the time and meetings in the office and around Edinburgh as required.

**APPLICATION INSTRUCTIONS:** Please send your CV and cover letter in one document to recruitment@capitalcitypartnership.org, along with a completed copy of our Equal Opportunities Monitoring Form.

* CCP encourages applications from people from ethnically diverse backgrounds.
* We are keen to receive applications from people who wish to work flexibly.
* Secondment requests are welcome.

**ORGANISATION DETAILS**

[Capital City Partnership](https://capitalcitypartnership.co.uk/) (CCP) is an arm’s length company of The City of Edinburgh Council and is tasked with the operational development, management and support of local and regional employability and poverty reduction measures. It takes a flexible approach to changing economic conditions, needs and opportunities but its core functions comprise:

* The management of all employability related grants and contracts awarded to external providers by the council and other key partners.
* The management of assessment processes related to bids received for such grants and contracts and making recommendations for funding.
* The provision of policy advice, research, and development support (including secretariat functions) to the city’s Local Employability Partnership and partners.
* The development and maintenance of common communications and management information infrastructure for the Local Employability Partnership.
* Development and support of the Joined Up for Jobs network and the Joined Up for Business partnership.
* Provision of support to the Edinburgh and South-East Scotland City Region Deal Integrated Enhanced Skills (IRES) programme.

**JOB PURPOSE**

The Contracts and Grants Officer is a position requiring a wide-ranging skillset to meet the contract management and partnership relationships remit we deliver through our Joined Up for Jobs infrastructure. Joined Up for Jobs reflects the Scottish Government Fair Work Framework, No One Left Behind (NOLB) and Tackling Child Poverty strategies.

The Edinburgh Local Employability Partnership is the forum in which we manage the Edinburgh employability landscape. Joined Up for Jobs is the network infrastructure of employability provision available in the City. It provides a space to bring the collective strengths of stakeholders and funded partners together to identify shared opportunities, facilitate integration of services and align priorities, bringing added value wherever possible.

We require an Officer to support the Head of Contracts and Grants to oversee the contract and grants offer under Joined Up for Jobs. This involves direct support in overseeing contracts and grants by the City of Edinburgh Council of up to £8m per annum and working with third sector providers who are the recipients of these grants. The successful candidate will be expected to provide support with grant management, with a particular focus on working with youth-specific employability organisations. Other work includes contract and grant monitoring, audit and tracking whilst identifying opportunities for partnership working, and facilitating networking. The post holder will create and define materials that support effective project delivery.

Other significant duties include supporting the development, design, and commissioning of new services; supporting the Joined Up for Jobs Charter for service standards of delivery; co-ordinating communications linked to all contracts and grants, including a quarterly Joined Up for Jobs Forum to support the network; oversight of the Local Employability Partnership website; working alongside the management information team for client tracking; and ensuring best value from spend in this area.

The post holder will be part of a small team headed by CCP’s Head of Contract and Grants. Within the team, there are two Contracts and Grants Managers, two other Contracts and Grants officers and an administrator in place to support this work. The successful candidate will also liaise with our employer engagement team to link funded providers with clients to jobs and training opportunities.

**EXPERIENCE, SKILLS AND KNOWLEDGE**

Essential:

* Two years minimum recent officer experience of working within employability or related (housing, health, recruitment, education etc.) areas.
* Qualifications *or* skills and experience to SCQF Level 8 including, for example, Diploma of Higher Education, Higher National Diploma, Advanced Diploma, Professional Development Award.
* Ability to build relationships and effective networking.
* Excellent presentation, verbal, and written communication skills, including report writing for a senior audience and funders.
* Meticulous approach to record keeping and recording of information.
* Confident in the use of a wide range of software packages, including MS Office.
* Understanding of No One Left Behind/Fair Work Scottish Government strategy.
* Understanding of the Edinburgh Local Employability Partnership infrastructure, including the Joined Up for Jobs network of employability projects, and the Joined Up for Business partnership support for employers.
* Confident in working in a virtual setting if required, including use of Microsoft Teams, webinars, and other software options.

Desirable:

* Experience in the support and monitoring of contracts and grants, including using management information systems, ensuring targets are met and high level of accuracy and compliance achieved.
* Experience of conducting audits, and evaluation of outcomes and outputs.
* Experience of event planning and management, including best use of technology and delivery of events to a digital audience.
* Knowledge of public sector procurement methods; grant-making, Public Contracts Scotland, DWP Dynamic Purchasing System etc.
* Experienced in developing marketing strategies to promote and engage effectively with related audiences.
* Understanding of website build, layout design and effective functioning.
* Understanding of the Edinburgh and South-East Scotland City Region Deal Integrated Regional Employability and Skills (IRES) programme.
* Understanding of Community Planning and the work of the Edinburgh Partnership.
* Understanding of the Edinburgh Poverty Commission recommendations and the challenges facing people in poverty.

**EMPLOYEE BENEFITS**

* Hybrid working
* Flexible working
* 26 days starting annual leave, increasing to 31
* Additional leave for Christmas and New Year closures
* Birthday leave
* 10 public holidays
* Employer pension contribution
* Employee assistance programme
* Personal development opportunities.

**INTERVIEW PROCESS**

Capital City Partnership will contact all applicants by email. If invited to interview you will be expected to give a presentation on a specific topic and answer several competency-based interview questions. It is CCP’s policy to give candidates interview questions in advance and to conduct interviews in person. If you require help with your application or interview support please contact one of our funded organisations via this [link](https://www.edinburghguarantee.org/support-job-seekers/help-to-move-into-work).

**OTHER INFORMATION**

Your workplace will be the Capital City Partnership Offices at 14 Links Place, Edinburgh*.*

The Capital City Partnership operates a 5-day, 35 ¾ hour working week.

Some evening and weekend work may be required, and the Capital City Partnership operates a flexitime and TOiL system.

A company laptop will be provided for business use and either a company mobile phone or a contribution to personal mobile phone bills will be offered.

Payment of the annual salary is by twelve monthly instalments. This is subject to appropriate deductions for National Insurance, Income Tax and Superannuation. Any broken period at the beginning or end of your service will be paid pro-rata. Payment will be made towards the end of each month by direct credit transfer to your bank or building society.

The paid annual leave entitlement is 26 days, increasing by one day per year of service to a maximum of 31 days. Employees also receive 10 paid public holidays (6 floating and 4 fixed). The Capital City Partnership’s leave year runs from 1st April to 31st March.

Under statute you are required to make provision for a pension. As an employee of the Capital City Partnership, you are eligible to participate in the CCP pensions scheme, which is a contributory scheme, members being automatically contracted out of the State Earnings Related Pension Scheme.

Please note that conditions of service at the Capital City Partnership are modelled on those applicable currently in the City of Edinburgh Council and any subsequent amendments, subject to the practicality of their implementation in a small organisation.

Any procedures that have been agreed are in the [CCP staff handbook](https://capitalcitypartnership.co.uk/staff-handbook).

As of 1st May 2004, it is a requirement of the Asylum and Immigration Act 1996 that employers verify authenticity of specific documentation relating to an individual’s identity and UK residency status.