

**Job Description**

**TITLE:** Communications and Participation Assistant

**STARTING SALARY:**£28,046 (Grade 5)

**DURATION:** Fixed Term post until March 2026

**RESPONSIBLE TO:** Strategy and Development Manager (Whole Family Equality Project)

**CLOSING DATE:** Noon, Monday 7th July 2025.

**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.

**FLEXIBLE WORKING:** CCP operates a flexible working policy.

**OTHER INFORMATION:**CCP encourages applications from people from ethnically diverse backgrounds. Should you require further information or an informal chat about the post, please contact Nadia Aslam, nadia.aslam@capitalcitypartnership.org.

**How to apply:** Please send your CV and covering letter in one document to recruitment@capitalcitypartnership.org, along with our Equal Opportunities Monitoring Form.

*Interviews will take place on Thursday 17th July 2025.*

[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 Jobs Strategy Partnership and partners
* The development and maintenance of common communications and management information infrastructure for the Jobs Strategy 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 skills programme.

**JOB PURPOSE**

The Communications and Participation Assistant will support the delivery of Capital City Partnership’s Whole Family Equality Project. The Whole Family Equality Project aims to arrive at a better understanding of what makes sustainable, good quality employment for people from ethnic minorities in Edinburgh and brings together organisations who are working with those individuals, supporting collaborative work. It develops resources to help employers diversify their workforces and support their employees from Minority Ethnic communities to thrive in the workplace. At the heart of all that we do is an understanding of the experience of education, training and employment by people from ethnic minorities and refugees; learning from the project will be further enhanced and tested through the lens of lived experience by the Skilled Voices Panel.

 Whole Family equality project (WFEP) Strategic Objectives.

1. To maximise equitable support for minority ethnic families and communities through a joined-up whole family support model of delivery.
2. To reduce social and economic disparities through improvement of minority ethnic family well-being, education and attainment, employment opportunities and outcomes, social and economic outcomes.
3. To improve participation and representation through elevating the voices of minority ethnic families and communities.
4. To make racial equality an everyday accountability through securing change at system and structural level.

The post holder will undertake the day-to-day administration of the project, event and workshop organisation and co-ordination of our lived experience panel. They will also be responsible for communications relating to the project to a wide range of stakeholders.

**Key responsibilities:**

* Providing administrative support to the WFEP team across varied projects which include WFEP Operations Group, Ethnicity and Employment roundtable, ESOL Strategic Group, Immigration Policy Influencing group, Employer Engagement Project and Skilled Voices Panel.
* Supporting participation panels, liaising with members, setting up panel meetings, and delivering support to panel members according to CCP’s participation policy.
* Assisting with organisation of WFEP activities such as taking notes and recording of meetings, events, training sessions, liaising with guest speakers, attendees, issuing invites and collating presentations
* Managing and maintaining social media accounts, weekly bulletins, and newsletters
* Collaborating with internal teams to maximise opportunities and efficiency across all CCP strategy and cross-over projects
* Liaising with external stakeholders such as employers, jobseekers, and training providers
* Accurately maintaining spreadsheets, reports and other documents
* Collaborating with internal teams to maximise opportunities and efficiency across all CCP strategy and cross-over projects

**PERSON SPECIFICATION**

Essential:

* One year minimum recent experience of working within a related role (communications, education, training or employability)
* Experience of supporting and engaging with participation panels
* Excellent verbal and written communication skills
* Confident in the use of a Zoom, Teams and Microsoft Office suite
* Meticulous approach to record keeping and recording of information
* Experience of working productively and collaboratively within a team to agreed principles, including working with implementation plans, meeting milestones and deadlines
* The ability to remain motivated and productive whilst carrying out remote working
* Qualified in English and Maths to SCQF Level 5 or demonstrate equivalent experience/standard.

Desirable:

* Experience of employability service delivery
* Knowledge of trauma-informed practices
* Experience of coordinating and planning events
* Experience of social media and design tools such as Canva and LinkedIn.

**EMPLOYEE BENEFITS**

* Hybrid working
* Flexible working (flexitime)
* 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. Interviews will be held 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.