



Development Worker: Lone Parent Positive Workplace Programme, Glasgow / Edinburgh

Post: Development Worker. Fixed term contract until 31st March 2026 with continuation of post dependant on funding.

Hours: Part time, 30 hours per week.

Salary: Grade Point 13-17: £25,864 - £31,612 (£22,169.14-£27,096.00 part time, pro rata for 30 hours).

Location: Based at OPFS Edinburgh or Glasgow Offices with travel in and around the Central Belt as required.

Reports to: Head of Service: Support for Families.

Roles and Responsibilities

The Development Worker will support single parents to access, sustain, and progress in employment by delivering tailored support and working with employers to create inclusive, family-friendly workplaces.

This role contributes to the national project's goals and OPFS's mission to reduce poverty and barriers for single parent families.

Key Tasks

Direct Support to Single Parents

- Provide 1:1 guidance to help single parents enter, remain in, and progress in work.
- Support with job search, applications, interviews, and balancing work-life responsibilities.
- Connect parents to childcare, financial advice, mental health, and other relevant services.

Employer Engagement & Workplace Advocacy

- Work with employers to develop inclusive policies and practices that support single parents.
- Promote flexible working, guaranteed interviews, and inclusive recruitment practices.

- Build partnerships with employers to increase opportunities for single parent employment.

Training & Development

- Design and deliver skills workshops for single parents (e.g., CVs, interviews, time management).
- Develop and coordinate paid traineeships with aligned organisations.
- Deliver employer training to support the creation of single parent–friendly workplaces.

Programme Monitoring & Evaluation

- Track participant progress and outcomes (e.g., employment, skills, satisfaction).
- Gather and analyse feedback from single parents and employer partners.
- Produce regular reports demonstrating programme impact and KPIs.

Promotion & Outreach

- Work with OPFS Comms to promote the programme through social media and community events.
- Collaborate with local partners to increase visibility and access for single parents.

Other Relevant duties

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

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.

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 Recapitulation

- **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 successful PVG check.
- **Salary:** Grade Point 13-17: £25,864 - £31,612 (£22,169.14-£27,096.00 part time, pro rata for 30 hours).
- **Hours of work:** Part time, 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 for 30 hours / week).
- **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.

Recruitment Timetable: The closing date for applications is Thursday, 28 August at 5PM. Interviews will be held w/c 01 September 2025.