



Employability Support Worker

Post:	Employability Support Worker. Fixed term contract with possible extension subject to funding.
Hours:	17.5 hrs hours per week
Salary:	OPFS Scale Point 13-17: £ 25,864 - £31,612 (£12,932.00 – £15,806.00 pro rata for 17.5 hrs.)
Locations Available:	Angus/Dundee
Reports to:	Dundee Regional Coordinator/Employment lead
Qualification Required :	HNC, SVQ Level 3 or equivalent

**The postholder will be expected to operate in line with our values which are:
Justice, Equity, Trust, Collaboration and Compassion.**

Overview:

All roles at OPFS contribute to our mission of working with and for single parent families, providing support services that enable them to achieve their potential and help create lasting solutions to poverty and the barriers facing many single parents and their children.

Main Duties:

The Employability Support Worker will be responsible to the Regional Coordinator / Employment Lead and will work as a member of OPFS Employability Service, to provide employability services for single parents in Angus/Dundee to support them to secure employment, education, or training.

Specific Duties:

Engagement & Outreach

Build links with local organisations and community groups to identify and engage eligible single parents.

Undertake outreach activities in communities to connect with single parents and encourage participation in employability support.

Initial Support & Goal Setting

Help single parents identify future goals, assess motivation, and create personal development plans.

Support the implementation of these plans through one-to-one and group sessions.



Barrier Identification & Support

Identify barriers to employment, education, or training and work collaboratively with parents to address them.

Signpost and refer parents to relevant services, including childcare, financial support, and wellbeing services.

Employability Activities

Coordinate and deliver workshops and activities that build core skills, confidence, and readiness for work.

Provide tailored support to those facing additional challenges to improve access to opportunities.

Job Search & Matching

Assist job-ready parents with CV writing, job applications, interview preparation, and employer matching.

Liaise with employers to identify suitable roles and support parents in securing employment.

In-Work Support

Offer continued support to parents entering employment to help them sustain their roles and manage transitions.

Financial Guidance

Work with the OPFS Financial Team to provide "better off" calculations and access to debt advice.

Networking & Referrals

Develop a strong network of referral agencies and maintain up-to-date knowledge of local services related to employment, training, education, and childcare.

Monitoring & Evaluation

Maintain accurate records and contribute to the monitoring and evaluation of service delivery and outcomes.

Other Duties

Carry out any other relevant tasks that support the aims of the role and the organisation.



Person Specifications:

Essential

1. Qualification: A relevant professional qualification or a good standard of education equivalent to HNC/HND, SVQ3 /4 and combined with relevant experience.
2. Excellent written and verbal communication skills.
3. Highly organised and motivated.
4. Knowledge of issues affecting single parents in Angus/Dundee.
5. Experience of liaising and partnership working as a team and with other agencies.
6. Strong IT skills.
7. Commitment to professional development.
9. Flexibility to meet the needs of the service.
10. Driving license and use of a vehicle.

Desirable

Experience of group work: candidates should preferably have had experience of running groups and understand group work issues or a willingness to learn.

Experience of work with single parents: Prior experience of work with single parent families in a voluntary sector or statutory context would be helpful.

Terms and conditions of appointment:

1. **Confirmation of Appointment:** Confirmation of appointment is subject to satisfactory completion of a 3-month probationary period, two references, and a successful PVG check.
2. **Salary:** Grade Point 13-17 £25,864 - £31,612 (£12,932.00 - £15,806.00 pro rata for 17.5 hrs.).
3. **Hours of work:** 17.5 hours per week (negotiable).
4. **Holidays:** Annual leave entitlement is 25 days and 12 Public holidays (pro rata for 17.5 hrs.).
5. **Pension:** You will be auto enrolled in our pension scheme with a 3% contribution from you and 7% contribution from OPFS
6. **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.



7. **Equal Opportunities and Family Friendly Employment:** OPFS aims to be an equal opportunity and family friendly employer. OPFS has Investors in People GOLD status.
8. **Recruitment Timetable:** The closing date for applications is midnight, Sunday 21 September 2025. Interviews: week commencing: 29 September 2025

The role 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 roles change and evolve over time.

