



Regional Coordinator – Falkirk

Post:	Regional Coordinator – Falkirk
Hours:	30 hours per week, with the potential for the post to increase to full-time hours (35)
Salary:	OPFS Scale Point 22 - 26 (£38,323- £42,214) pro-rata for part time
Location:	OPFS office at Maddison, Falkirk
Reports to:	Head of Service, Support for Families

Overview: OPFS Falkirk Support for Families Service

The Regional Coordinator will contribute to OPFS's vision of a Scotland where single parents and their children are valued, treated fairly, and have equal opportunities to thrive. Working as part of the wider management team and in collaboration with colleagues across the Senior Leadership Team, the postholder will provide leadership, coordination, and oversight of the Falkirk Service. They will be responsible for ensuring the effective delivery, development, and continuous improvement of high-quality support services that meet the needs of single parent families and contribute to positive outcomes for parents and children.

In addition to leading the Falkirk Service, the postholder will act as the **OPFS Organisational Safeguarding officer** in partnership with OPFS Designated Safeguarding Lead providing oversight of safeguarding practice across the organisation. This includes supporting staff and volunteers on safeguarding matters, promoting a strong safeguarding culture and delivering safeguarding training, quality assurance and continuous improvement activities.

Our Support for Families Service delivers holistic support for single parents and their children, guided by the OPFS six "My Life and Me" priority areas: **Money, Health & Wellbeing, Home, Work, Education & Training, Children, and Relationships**. Through a person-centred and strengths-based approach, we provide:

Money

- Support to maximise income, improve financial wellbeing, access benefits and grants, manage debt, and respond to financial crises.

Health & Wellbeing

- Emotional and practical support to improve mental health and wellbeing, including counselling, therapeutic interventions, wellbeing programmes, and support to reduce isolation and build resilience.

Home

- Support with housing-related issues, advocacy, and access to specialist services to help families maintain safe and secure housing.

Work, Education & Training

- Pre-employability and progression support, including confidence building, skills development, volunteering opportunities, training pathways, and tailored support to overcome barriers to employment and learning.

Children

- Family support and group programmes that promote positive outcomes for children, strengthen parenting capacity, support child development, and provide opportunities for children to participate in activities that enhance wellbeing.

Relationships

- One-to-one and group support that helps parents build positive relationships, strengthen family connections, develop peer support networks, and reduce social isolation.

In addition, families can access a range of groupwork programmes, peer support opportunities, and wider OPFS specialist services, ensuring joined-up and holistic support. We also deliver seasonal holiday activity programmes during Easter, Summer, and October school holidays, providing opportunities for families to connect, participate in positive activities, and create lasting memories together.

Main Duties

Responsible for the leadership, operational management, and development of the OPFS Falkirk Support for Families Service.

Service Leadership and Delivery

- Leading and managing the Falkirk service to ensure single parents and their children receive high quality, accessible, trauma-informed and person-centred support that promotes wellbeing, reduces inequality, and upholds rights-based practice.
- Providing operational leadership to ensure service delivery aligns with OPFS priorities, local need, funding requirements and relevant national policy relating to child poverty, employability, mental health and family wellbeing.
- Holding responsibility for service performance, quality assurance, monitoring, evaluation and continuous improvement, ensuring positive outcomes for single parent families.
- Working collaboratively with OPFS colleagues nationally to ensure service delivery remains cohesive, responsive, high quality and informed by lived experience.

Staff Management and Development

- Managing, supervising and supporting staff and volunteers, promoting a positive, inclusive, and reflective team culture focused on wellbeing, accountability and professional development.

Funding, Planning and Financial Management

- Leading on service planning, funding applications, reporting, partnership development and funded programme delivery in collaboration with the OPFS Business Development Team and external partners.
- Managing delegated budgets and overseeing service income and expenditure in liaison with the OPFS Finance Manager.

Partnership Working and Representation

- Building and maintaining effective partnerships with statutory, third sector, community and health organisations, while representing OPFS within local networks, strategic forums and multi-agency partnerships.
- Supporting service promotion, community engagement, and local awareness raising activity in collaboration with the OPFS Communications Team.

Governance, Safeguarding and Risk Management

- Ensuring effective safeguarding, confidentiality, data protection and risk management processes are embedded across all aspects of service delivery.
- Acting as the **OPFS organisational Safeguarding Officer**, providing advice, guidance, and support to staff and volunteers on safeguarding matters involving children and vulnerable adults, ensuring appropriate action is taken in line with legislation, policy, and best practice.
- Promoting a strong safeguarding culture across OPFS through the delivery and oversight of safeguarding training, quality assurance and continuous improvement activities, ensuring safeguarding responsibilities are embedded across all areas of service delivery.

Premises and Health & Safety

- Holding responsibility for the health, safety, security and day-to-day management of the Falkirk premises. Including maintenance, facilities management, contractor liaison, compliance, fire safety, risk assessments and business continuity procedures.
- Supporting the development of safe, welcoming and inclusive environments that recognise the diverse needs of single parent families accessing the service.

Organisational Contribution

- Contributing to regional and national OPFS developments and promoting the organisation's values of Justice, Equity, Trust, Collaboration, and Compassion across all areas of work.
- Undertaking any other duties appropriate to the role as requested by the Directorate or Board.

Personal Specifications

Essential Experience, Knowledge and Skills

- Relevant HNC, SVQ Level 3 qualification or equivalent experience in a related field.
- Experience of managing and supervising staff or volunteers and coordinating family or community support services.
- Experience of partnership and multi-agency working.
- Understanding of the barriers faced by single parent families and commitment to trauma-informed and person-centred practice.
- Knowledge of current policy and legislation relating to families, children and wellbeing.
- Demonstrable expertise in safeguarding, including the ability to lead training, embed a strong safeguarding culture and ensure compliance with Scottish legislation and organisational policy.
- Experience of service planning, monitoring, reporting, and evaluation.

- Strong communication, presentation, and relationship-building skills.
- Competent use of standard IT systems.
- Understanding of confidentiality, data protection, health and safety, and risk management responsibilities.
- Ability to work flexibly, manage competing priorities, and contribute to service development.
- Commitment to continuous professional development.
- Full driving licence and access to a vehicle.

Desirable

- Experience working within the third sector.
- Experience of line management, budget monitoring, or funding delivery.
- Experience of delivering training
- Knowledge of local family support services and employability or anti-poverty approaches.

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. It is recognised that jobs change and evolve over time.

Terms and conditions of appointment

- Confirmation of appointment: Permanent contract. Confirmation of appointment is subject to satisfactory completion of a 3-month probationary period, two references and a PVG check.
- Salary: Grade Point SP 22- 26 (£38,323- £42,214) pro rata for part time
- Hours of work: 30 hours per week, with the potential for the post to increase to full-time hours (35) , 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.

Further information

The closing date for applications is Sunday the 5th of July 2026

If you need to make an application in an alternative format on the basis of a disability or long-term health condition please email jobs@opfs.org.uk for guidance.

