

# Employability Development Manager

## Job Description and Person Specification



<b>Post Title:</b>	Employability Development Manager
<b>Salary:</b>	£38,000 per annum, with 8% pension contribution (7% employer, 1% employee) and a wide range of benefits
<b>Working Hours:</b>	35hrs per week
<b>Location:</b>	Glenrothes
<b>Reporting to:</b>	Chief Executive

### Main Purpose of Post:

To be the strategic lead for the co-ordination and collaboration of third sector employability services and represent the sector strategically. To work collaboratively with statutory and third sector partners to maximise the impact of the third sector on improving employment outcomes in Fife.

### Main duties of Post:

1. Undertake a 'Working for Fife' review and mapping of all active third sector employability services which are active in Fife, identifying key opportunities and challenges;
2. Establish good working relationships with both local and national third sector providers involved in supporting employability outcomes and represent all perspectives fairly;
3. Attend and represent the sector at strategic partnership meetings relevant to employment services and specifically the Opportunities Fife Partnership (OFP) Board;
4. Build positive relationships with strategic partners responsible for policy and commissioning of employment services in Fife;
5. Inform, support and promote transparent commissioning of services through OFP and related funding;
6. Proactively build and maintain relationships with external stakeholders at all levels, and across sectors, to understand local challenges and emerging issues;
7. Maintain formal and informal routes of engagement and representation for third sector providers with support from Employability Development Officer (e.g. Employability Forums, Third Sector Employability Conversations, Know Your Network and one-to-one catch ups, profiling good practice);
8. Oversee the production of a monthly employability e-bulletin, the OFP Employability services directory, relevant web content and other activities to help keep the sector informed and connected;
9. Oversee and improve an established programme of training for employability and related services which is designed to improve inter-agency and whole system working;
10. Where appropriate, support opportunities for collaboration both within the third sector and beyond including developing and delivering one-off projects and proposals;
11. Understand the national and local policy drivers and relevant research guiding employability services and funding in Fife;
12. Champion the voice of lived experience and co-production at a strategic level as a means to develop employment strategy and services which are relevant to the needs of those they aim to serve;
13. Act as FVA representative on the Fife Environmental Partnership, and oversee work on growing green skills and tackling climate change in employability;
14. Provide line management support for and manage the workload of the employability team

15. Manage the employability team budget and expenditure in line with funding allocations and FVA policy;
16. Ensure FVA's workplan meets funder requirements, stakeholder needs and local need in relation to children's services representation, support and activity;
17. Undertake training related to the post as appropriate and with agreement from the Chief Executive.

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. The organisation reserves the right to require employees to perform other duties from time to time. The organisation also reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation's business. There is a requirement to work evenings and weekends as necessary in order to ensure appropriate fulfilment of duties.

## **Person Specification**

### **Essential requirements:**

- Experience of working in third sector employability delivery organisation or service
- Experience of project development and management
- Experience of funding and making applications
- People management skills and experience working as part of a team and to help others
- A proven capacity to manage a diverse workload and prioritise effectively to meet deadlines
- Good written skills and experience of writing reports
- Excellent presentation skills and confidence in speaking publicly
- Excellent understanding of issues affecting the employability sector, including local and national policy
- Demonstrable relationship building skills, networking abilities and an ability to influence and motivate others
- Understanding of the core principles of co-production
- Good standard of computer competence (Word, Excel, Powerpoint, Teams, video conferencing, internet and e-mail).

### **Desirable requirements:**

- Knowledge of project funding sources and application processes
- Practical experience of the realities of diverse community life
- Experience of budget management
- Experience of event management
- Experience of supporting co-production or lived experience engagement work