

JOB DESCRIPTION

This Job Description is intended to give prospective applicants an overview of the post, the task and the context within which the job is being offered. It does not purport to be an exhaustive statement of Terms and Conditions of Employment with Fife Gingerbread. Applicants will be given an adequate opportunity to discuss issues of that nature at initial interview.

Job Title & Salary

Job Title: Project Coordinator – Lone Parents, Poverty & Work (Fife wide)

Hours: 30-36 hours per week (*to be discussed with successful applicant*)

Salary: £33,207 pro rata

Location: Hybrid working (home / office)

We have a flexible working policy, and are keen to discuss with the successful candidate a work pattern that offers a positive work/life balance.

The Job

The post-holder will report to the Fife Gingerbread Strategic Manager and lead the successful delivery, development and oversight of our *Lone Parents, Poverty & Work* initiative. The role is a 'hands-on' operational position. Not only will the successful candidate work directly with lone parent families but they will also promote the project and ensure the good reputation and consistent profile of the organisation. Challenging employers and line managers in Fife to 'single parent proof' their workplaces.

The primary driver for this project is our belief that work can be a route out of poverty for lone parent families. We recognise that work must be healthy, flexible and well-paid work to be meaningful. Too often there are a lack of suitable opportunities for lone parents to progress and join the labour market. This initiative extends beyond simple [employer engagement activity](#) and is a broader project with objectives linked to inequality, child poverty, fair work, community wealth building and lone parents.

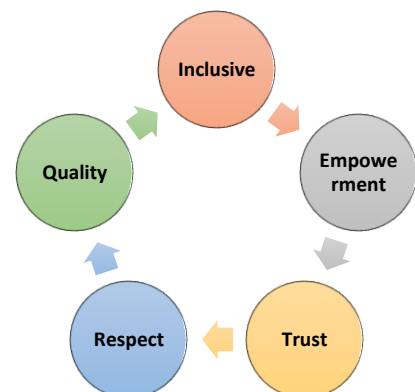
The project was established in 2022 and the key components of the approach so far include:

- ✓ Guaranteed interviews with suitable employers to fast track lone parents into work.
- ✓ Development of a Traineeship model as a gentle introduction to the workplace.
- ✓ Collaboration with Fife Jobs Contract to broker tailored opportunities.
- ✓ Partnership working with local businesses to single parent proof job opportunities.

We are looking for a Project Coordinator who can continue to build on these successes and bring enthusiasm for finding solutions that work for both employers and lone parent families.

The post-holder will coordinate the successful delivery of the project to meet the expectations of key stakeholders, and most importantly to ensure that the family experience is high quality. Partnerships and relationships are key to the success of this post and project – both internally and externally. They will work collaboratively across the organisation as a key member of the leadership team, ensuring effective communication and team working.

The post-holder will uphold Fife Gingerbread mission, vision and values. The project must be delivered in line with Fife Gingerbread's Strategic Plan and business planning.



The Task

Project Management

- Create a project plan with clear aims, objectives and measurable outputs in partnership with Strategic Manager.
- Consider how the project aligns with current provision and activity within Fife Gingerbread. Coordinate activity across FG to ensure internally a joined up approach.
- Develop the project and our approach to meet the needs of families, and embedding principles of co-production.
- Monitor the successful delivery of projects in line with agreed targets, providing accurate data for organisational KPIs and ensuring systems are up to date.
- Support with producing external monitoring reports including maintaining an awareness of allocated budgets/spend.
- Ensure that FG policies and procedures are followed.
- Implement a process of reflection, learning and evaluation.

People Management

- Support with the effective line management, support and supervision of our people. Ensuring BreatheHR is updated in an accurate & timely manner.
- Develop and promote effective team working, communication and relationships across the organisation. Including both staff and volunteers.

Partnership

- Represent FG at appropriate external meetings, networks and forums.
- Network and liaise with key partners to identify opportunities to work collaboratively.
- Work closely with our PR & Corporate Partnerships Coordinator regarding corporate partners, fundraising & external comms. Acting as a 'brand champion' for FG.
- Maintain awareness of the changing external environment (particularly around funding, poverty and the third sector in Fife).

Employer Engagement

- Build relationships with local training providers, employers, employability services and existing employer engagement workers.
- Raise awareness of our Employer Engagement Strategy [Employer Engagement — Fife Gingerbread](#)
- Connect to recruitment incentives available in Fife, and identify opportunities. Specifically collaborating with Fife Jobs Contract.
- Manage a small caseload of lone parents to understand their skills, strengths and secure bespoke opportunities (i.e. jobs and placements) to support lone parents to progress.

Leadership

- Work in partnership with the leadership team, report to the Senior Team and produce a comprehensive quarterly Board Report.
- Contribute to the development and annual business planning to achieve our Strategy aims and objectives. Lead on specific areas and outcomes linked to the business plan.
- Support with large funding applications, and lead on the submission of small funding applications.
- Become a key member of the Fife Gingerbread Leadership Team including responsibility for reporting and contributing to organisational development.
- Engage the wider Fife Gingerbread team of staff and volunteers to be part of the project development. Line management responsibility as required.

Systems Change

- Develop a strong awareness of the issues affecting families, and the connections to policy both locally and nationally.
- Connect the project to key policy areas including Child Poverty, Fair Work, Scottish Living Wage and Community Wealth Building.
- Understand the unique challenges, inequalities and systemic barriers lone parents face. Highlight issues affecting families supported by Fife Gingerbread.
- Design a progression pathway to support lone parents towards work, and embed co-production principles in the design.
- Advocate on behalf of lone parents and inspire change.

Qualifications and Experience

- Knowledge and experience of supporting lone parents and families in need.
- Demonstrate an understanding of the complexities of lone parents, poverty and work.
- Excellent coordination, organisational and project management skills.
- Leadership and supervisory experience.
- Experience of working in partnership, relationship management and collaboration.
- Ability to work independently to complete tasks, meet deadlines and achieve targets.
- Educated to a minimum of SCQF Level 8 or equivalent.

Additional Information / Reading

Project Page: [Lone Parents, Poverty and Work — Fife Gingerbread](#)

News & Stories: [Our news & stories — Fife Gingerbread](#)

Challenge Poverty Blog: [Guest blog: How are we challenging poverty at Fife Gingerbread? - The Poverty Alliance](#)

Tackling Child Poverty Delivery Plan: [Best Start, Bright Futures: tackling child poverty delivery plan 2022 to 2026 - gov.scot \(www.gov.scot\)](#)

Fife Gingerbread Policies

Adhere to all of the policies and procedures as set out in the Fife Gingerbread Handbook and to monitor and maintain health and safety within your base and notify the Line Manager of any areas of concern.

To work with the team to develop a culture of safe working practice and to ensure Fife Gingerbread's compliance to its health and safety responsibilities, you are required to ensure that by your own actions you ensure your own safety and do not put other people at risk by reason of your own acts or omissions (Section 7 of the Health & Safety at Work etc. Act).

Fife Gingerbread encourages employees to adopt a culture of personal development. Fife Gingerbread recognises the quality of service is derived from its employees and will, where possible, support and encourage their self-development.

Contribute to a work environment that upholds respect and dignity for all individuals that is free from harassment and bullying based upon age, disability, gender reassignment, race (including colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation.