



### JOB DESCRIPTION

*This 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 Range

##### Employability & Progression Operations Manager

The Employability & Progression Manager will be responsible for managing and developing Fife Gingerbread's employability and volunteering services across Fife. This will include managing partnership employability projects and the volunteering department.

Hours: 30-34 per week (negotiable)

Salary: £34,103 pro rata

Location: Fife wide

#### Duties & Responsibilities

The ability to demonstrate empathy with our values:

- **Accessibility:** We provide flexible and inclusive support services located in our local communities.
- **Quality:** We work to the highest possible standards to support families in a flexible, holistic, non-judgemental, friendly and professional manner.
- **Empowerment:** We work with families to overcome barriers in their lives enabling change to take place.
- **Trust:** We act with honesty and integrity and adhere to strict policies and procedures with regard to confidentiality.
- **Excellence:** We strive for excellence in all areas of service delivery.
- **Respect:** We promote respect for others in all aspects of our service.

A key member of Fife Gingerbread senior team, and reporting to the Chief Executive Officer. The post holder will be responsible for developing relationships with key officers and elected members in Kirkcaldy, Cowdenbeath, Dunfermline and SW Fife areas and implementing projects that deliver a range of outcomes in relation to lone, vulnerable and disadvantaged families.

The post-holder will have responsibility for monitoring activity and interpreting the data gathered through on-going evaluation to give meaningful effect to approaches to inclusiveness of lone parents, disadvantaged and vulnerable families as a valuable asset in their communities.

- **Management:** The post holder will manage, oversee and co-ordinate a diverse staff team. Liaise with the finance function to monitor and control the associated budgets of the projects, including monitoring of any external agreements and service level agreements in connection to the achievements of the outcomes of the project.
- **Leadership:** Provide good leadership to staff, drive communication routes and performance development. Contribute to short and long-term organisational planning and strategy as a member of the senior management team
- **Communicating:** The post-holder will liaise closely with the communication function in reporting related learning, policy development and practice to organisations and agencies. Communicate, monitor and prepare written reports to funding bodies.
- **Research:** The post-holder will gather, analyse and interpret evidence about the barriers and obstacles lone, vulnerable, and disadvantaged families face and the methods which are most effective in helping them to overcome them.
- **Development:** The post-holder will, together with colleagues, partners and stakeholders, develop materials and resources that will enable Fife Gingerbread and partner organisations to better respond to the needs of lone parent, vulnerable and disadvantaged families.
- **Planning and Organising:** Responsible for developing and producing operational plans with measurable outputs. This involves short and medium term planning. Responsible for organising and delivering services and projects, in partnership with relevant stakeholders, to ensure that Fife Gingerbread strategies are delivered.
- **Decision Making/Judgement:** Work with the Fife Gingerbread Board of Directors, as required. Analyse and manage a range of complex service challenges and stakeholder relationships. Successfully engage with, and influence, a range of stakeholders, partners and regulating agencies.

### Skills, Knowledge & Experience

The post holder will ideally be a graduate to degree level, or equivalent - in a relevant field and demonstrate ability and willingness to complete further training and qualification as identified.

- Excellent people management, motivation and organisational skills

- Ability to work collaboratively and strategically with organisations and agencies to affect change in policy and practice.
- Skills in the development of communication strategies; relationship building and ability to articulate key messages to a range of audiences.
- Demonstrable skills in networking and partnership working.
- Ability to develop information, tools, materials and approaches to influence and support policy and practice.
- Able to work independently, with sound judgement, good time management and prioritisation skills.
- Demonstrable knowledge and experience of the Scottish policy and political environment and decision making structures.
- Excellent written communication and analytical skills and experience of writing reports.
- Knowledge of social policies and the impact of poverty on families and children
- Experience of monitoring and evaluation processes and techniques.
- Proficiency in the use of Microsoft Office.
- Lead on the coordination and development of information and support for local partners to understand evidence.
- Work with colleagues within Fife Gingerbread with external partners & businesses to ensure effective dissemination of good practice and sharing of information on the implementation of approaches.
- A commitment to equal opportunities and anti-discriminatory practices.

### **Fife Gingerbread Policies**

To monitor and maintain health and safety within the office and notify the Line Manager of any areas of concern.

To engender 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.

To provide a work environment in which all employees are treated with respect and dignity and 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

## Role Specific Responsibilities

### Employability and Progression

- Provide the overall Employability expertise for the organisation and a clear understanding of Fife's Employment Pathway. Develop the strategy, alongside the Fife Gingerbread Chief Executive Officer, for Fife Gingerbread's Employability and Progression service, ensuring we are reaching and enabling lone, vulnerable and disadvantaged families in Fife.
- Ensure that volunteering remains a key component of the Employability and Progression arm of Fife Gingerbread, and liaise with the Senior Team to ensure appropriate opportunities across the organisation for volunteering dovetailing with all other work. Including line management of staff related to volunteering activity.
- Oversee and monitor the delivery of employability projects and oversee continued roll out to offer a fife wide service. Provide an understanding of probable funding streams and mechanisms to enable growth and sustainability of work.
- Demonstrate significant knowledge and understanding of Scottish frameworks for education, skills and employment.