



Third Sector
Dumfries and Galloway

Job Description

Job Title	Employability Officer (Community Transport PSP)
Line Manager	PSP Project Manager
Working hours	35 hours / week
Salary	£25,070

Our organisation

The purpose of Third Sector Dumfries and Galloway is to improve the quality of life of the most vulnerable and disadvantaged within Dumfries and Galloway. We do this by working with third sector partners and public sector agencies to identify areas and communities of greatest need, design responses and create an environment for innovation and growth.

Our core services are:

- Helping third sector organisations start, develop and grow
- Encouraging and involving volunteers
- Finding suitable funding
- Creating and delivering sustainable business plans
- Identifying the best way to manage people and money
- Connecting the sector with Community Planning and NHS Integration

Community Transport Public Social Partnership

For the last 4 years, the Dumfries and Galloway (D&G) Community Transport Public Social Partnership has been working to develop and design transport services to maximise the benefits to the community and develop the capacity of the community transport sector.

A Public Social Partnership (PSP), supported by the Scottish Government, is a strategic partnering arrangement that involves the third sector more deeply in the commissioning and design process. The model builds on the opportunity to pilot innovative services and ensure effectiveness. It ensures that wider social benefits are factored into service delivery.

The D&G Community Transport PSP is a partnership between the Statutory Sector (Dumfries and Galloway Council, The South West of Scotland Transport Partnership, NHS Dumfries and Galloway) and the Third Sector (Third Sector Dumfries and Galloway and the Community Transport Sector in Dumfries and Galloway – currently Annandale Community Transport Services and Galloway Community Transport).

The PSP was established because the understanding that the ability to continue to deliver community, demand responsive, health and social transport for the communities of Dumfries and Galloway faced significant challenges.

Job Purpose:

The Employability Officer will be responsible for developing, implementing and managing the employability pathway programme. They will also work with colleagues to develop a sustainable funding model for the project.

Key Responsibilities:

- Design, develop, implement and manage the employability pathway programme.
- Develop marketing and communications to raise awareness of programme
- Liaise and work with key stakeholders, particularly the Community Transport Network
- Incorporate volunteering into the programme
- Identify and recruit participants
- Identify and secure placement opportunities
- Co-ordinate the placement and induction processes.
- Co-ordinate the Disclosure / PVG process
- Identify employment opportunities.
- Link participants to employment opportunities.
- Support and supervise participants.
- Co-ordinating training for participants.
- Link into the main government programmes including the Kickstart Scheme, Job Guarantee Scheme, Apprenticeships and No One Left Behind Strategy.
- Assist with developing a sustainable model for the project, including identifying funding opportunities, and drafting funding applications, contracts and tenders.
- Develop and manage a monitoring and evaluation framework for the project.
- Maintain current, accurate records.
- Day-to-day management of project activities including monitoring progress, risks and issues.
- Explore and develop partnerships with relevant agencies.
- Prepare detailed reports on aspects of the project as required, including to funders and key stakeholders.

General

Adhere to the organisation's policies and procedures.

Produce accurate work, deliver within agreed budgets and timescales.

Carry out other duties as may be assigned from time to time. This job description is subject to change as the needs of the organisation change.

Work collaboratively with colleagues and ensure effective teamwork

Person Specification

	Essential	Desirable
Skills, Knowledge & Experience		
Broad knowledge and understanding of the third sector	x	
Knowledge of the current employment and skills policy landscape at a local and national level	x	
Understanding of the Community Transport Sector		x
Knowledge of the training requirements within the transport sector		x
Experience of development of employability training programmes	x	
Experience of recruitment of candidates	x	
Experience of project development and management	x	
Experience of working with the public and key stakeholders.	x	
Experience of tendering for contracts		x
Experience of income generation and funding bids		x
Good customer care skills	x	
Good attention to detail, ability to produce accurate work in a timely manner	x	
Plan and manage workload	x	
Ability to use Microsoft Office packages and data input	x	
Strong Interpersonal skills and the ability to deal with a diverse range of people	x	
Education/Qualifications		
Educated to degree level or equivalent		x
Other Requirements		
Valid driving license and access to a car with business insurance for work purposes	x	