

THIRD SECTOR DUMFRIES AND GALLOWAY

MAPPING OF EMPLOYABILITY SERVICES

PROJECT BRIEF

1. BACKGROUND

TSDG is one of 32 third sector interfaces in Scotland. There is one in each local authority area. TSDG has four purposes:

- To be the voice of the third sector
- To be a source of knowledge and expertise about the sector
- To build the capacity of the sector
- To provide leadership to the sector

The vision 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.

TSDG receives funding from Dumfries and Galloway Local Employability and Skills Partnership and South of Scotland Enterprise to strengthen the role of third sector organisations in employability; through this work we aim to improve the capacity, scope and influence of third sector employability provision, helping to increase employment opportunities for people across our region.

2. OUTLINE BUSINESS CASE

Reasons why the project is needed

The scope and breadth of third sector organisations across Dumfries and Galloway is vast. The purpose of this piece of work is to identify third sector organisations across D&G that provide employability-related services that deliver activities linking to the Employability Pipeline. This will allow a better understanding of the sector and lead to greater engagement.

3. Project objectives

Time: the project is to take place between January and March 2024, with work completed by the 31 March.

Cost: to be agreed

Quality: the analysis will provide a report mapping of third sector organisations providing employability support services across Dumfries and Galloway, that can be used to support further engagement by TSDG.

Scope and exclusions: Working across Dumfries and Galloway the Consultant will support the development of the TSDG Employability work by providing a detailed inventory of the services provided by the third sector that support the employability pipeline in Dumfries and Galloway; this will include national, regional and local organisations, including the hard-to-reach grassroots organisations.

This role is an excellent opportunity to build new organisational contacts and develop existing ones.

Risks: the main risks to this project are:

- It may not be possible to find a consultancy with suitable expertise so the work will not be undertaken or done poorly
- It may not be possible to find a consultancy with suitable expertise and is also available so the work will be held up or remain undone
- It is difficult to identify organisations providing employability support
- Organisations do not reply when contacted, leaving the information incomplete
- These risks will be reduced by a rigorous selection process and sound project management

Desired outcome: The desired outcome is a mapping of organisations providing employability services in the third sector that will ensure a greater understanding of the sector and enable more extensive engagement across the region.

Constraints and assumptions: availability of staff time, especially the Employability Manager. There is an assumption that TSOs will also be available for interviews.

Tolerances: there is no cost tolerance; work must be completed with the financial year 2023/24.

Users and other stakeholders: in addition to the Employability Manager, interfaces include the TSDG engagement team, Head of Operations and TSOs for interview

Interfaces: all communications (progress reports and updates) about the project will be between the consultants and the Employability Manager.

4. Key deliverables

- The Consultant will identify and undertake a mapping of the organisations and groups within D&G that provide an employability support service that might contribute to the progression of someone's employability journey.

- Through discussion with the Employability Manager the Consultant will develop a survey that will allow information to be gathered based on service user characteristics, activity/service provision, location and Fair Work compliance
- The Consultant will create reports from the findings that highlight and cross reference the findings based on: service user characteristics, activity/service provision, locality and Fair Work compliance.
- Through the engagement process needed to map services, the Consultant ensure accurate descriptions of what the organisations deliver.
- The Consultant will gather all data on a suitable platform compatible with the platforms used by TSDG

Activity Carried Out	Estimated Start Date	Estimated End Date
Map all employability support activity in D&G, identifying pipeline stages	January 24	March 2024
With guidance, agree set of questions to ask organisations	January 2024	January 2024
Engage with third sector organisations across DG	January 2024	March 2024
Present results of questionnaire on usable platform		March 2024

5. Project approach and the project management team

The project will be delivered by an external consultant reporting to the TSDG Employability Manger and supplied with information by them.

6. Any other relevant documentation

Local Employability and Skills Strategy. This can be supplied on request.

7. Expressions of Interest

Consultants interested in this work should supply a one-page proposal demonstrating how they would approach this work and outlining costs. A CV with referees should also be provided. Please send these to our Employability Manager at sharee.donoghue@tsdg.org.uk.