

**Job Description**

**TITLE:** Development Officer – Employer Engagement Project for Ethnic Minorites (EEPEM)

**STARTING SALARY:**£36,312 – pro rata (Grade 7)

**HOURS:** Part-time (up to 28 hours)

**DURATION:** Fixed term to 31 March 2026

**RESPONSIBLE TO:** Strategy and Development Manager

**CLOSING DATE:** 11pm, Monday 2nd June 2025. Interviews expected to be held w/b 9th of June.

**LOCATION:** The role is based out of CCP’s office in Leith, Edinburgh. The role will be hybrid with working from home some of the time and meetings in the office and around Edinburgh as required.

**FLEXIBLE WORKING:** CCP operates a flexible working policy. We are open to discussing a part-time contract for this role with a maximum contract of 28 hours per week.

Capital City Partnership is delighted to share this exciting job opportunity with all partnership agencies (applications for secondment or working in partnership are welcomed).

**APPLICATION INSTRUCTIONS:** Please send your CV and cover letter in one document to [recruitment@capitalcitypartnership.org](mailto:recruitment@capitalcitypartnership.org), along with a completed copy of our Equal Opportunities Monitoring Form.

**OTHER INFORMATION:**CCP encourages applications from people from ethnically diverse backgrounds. Should you require further information or an informal chat about the post, please contact Nadia Aslam, [nadia.aslam@capitalcitypartnership.org](mailto:nadia.aslam@capitalcitypartnership.org)

**ORGANISATION DETAILS**

[Capital City Partnership](https://capitalcitypartnership.co.uk/) (CCP) is an arm’s length company of The City of Edinburgh Council and is tasked with the operational development, management and support of local and regional employability and poverty reduction measures. It takes a flexible approach to changing economic conditions, needs and opportunities but its core functions comprise.

* The management of all employability related grants and contracts awarded to external providers by the council and other key partners.
* The management of assessment processes related to bids received for such grants and contracts and making recommendations for funding.
* The provision of policy advice, research, and development support (including secretariat functions) to the city’s Local Employability Partnership and partners.
* The development and maintenance of common communications and management information infrastructure for the Local Employability Partnership.
* Development and support of the Joined Up for Jobs network and the Joined Up for Business partnership.
* Provision of support to the Edinburgh and South East Scotland City Region Deal Integrated Enhanced Skills (IRES) programme.

**JOB PURPOSE**

We know that the gap between the employment rate of all working age people in Scotland and those from minority ethnic groups currently stands at 11% (figures are not available at local authority level). Edinburgh’s changing demographics (over 30% of children in local authority education are from ethnic minority backgrounds) would suggest that the gap is likely to be wider in the City. Furthermore, people from ethnic minorities are more likely to live in poverty, more likely to be unemployed and underemployed and can face racism in the workplace.

We know from our research that people from ethnic minorities who engage with support to get into work can be less likely to sustain their employment than their white counterparts; and some report that employers are ‘unready’ to receive them.

The Development Officer will work with employers to better understand their needs, deliver a training programme based on supporting employer requirements and produce materials to support culturally aware recruitment and HR practices. Working alongside our Joined Up for Business and Whole Family Equality Project teams, the project will reach a better understanding of what makes sustainable, good quality employment for ethnic minority clients and will produce materials to help employers diversify their workforces and support their employees. The project will impact on employability across Edinburgh and aim to reduce the racial employment gap. Learning will be supported and tested through the lens of lived experience by our Skilled Voices Panel.

The Development Officer role is exciting and varied: including engagement with employers, industry experts, the voluntary sector, and supporting engagement panels such as the Skilled Voices Panel and UK Immigration Policy Influencing Panel.

Key outputs for this pilot project are:

* Coproduction and codesign of a suite of materials to be used by providers and employers. This will include webinars, workshops, training and a toolkit produced in partnership with citizens, providers, and employers.
* Deliver a set of workshops, seminars and training for employers to provide support when engaging with, recruiting from and sustaining employees from Minority Ethnic backgrounds.
* Develop resources and blogs to enhance understanding of the barriers faced by people from ethnic minorities who are looking for employment or are in the first few months of a new job and sharing this with employers via The Edinburgh Business Chamber, Federation of Small Businesses, social media campaigns etc.
* Contribution to the creation of the Fair Work Charter to ensure an anti-racist focus.

**EXPERIENCE, SKILLS AND KNOWLEDGE**

Essential:

* Two years’ minimum experience in one of the following areas: employability, community work, welfare rights, diversity and inclusion, human resources, or poverty prevention with a focus on supporting vulnerable groups.
* Ability to work with employers and understand their business needs.
* Understanding of the issues and challenges facing people in poverty.
* Understanding of national and local policy drivers around poverty and employability and their impact on ethnically diverse communities, their rights, welfare and well-being.
* Understanding of the complexities faced by people from minority ethnic communities in moving out of poverty and achieving better outcomes.
* Understanding of community empowerment and facilitating communities to have an active role in their journey and for under-represented voices to be heard.
* Experience of working with marginalised groups to achieve positive outcomes and understanding the challenges they often face.
* Ability to work effectively within a small team of officers as well as independently.
* Excellent presentation, verbal, and written communication skills.
* Understanding of website and webinar design, experience of using design packages such as Canva.
* Relationship building and communication skills.
* Data analysis and reporting skills.

Desirable:

* Direct experience or qualifications in research and/or research design.
* Experience of working with lived-experience panels.
* Geographical knowledge of Edinburgh and particularly areas of high deprivation.
* Experience of racialisation.

**EMPLOYEE BENEFITS**

* Hybrid working
* Flexible working (flexitime)
* 26 days starting annual leave, increasing to 31
* Additional leave for Christmas and New Year closures
* Birthday leave
* 10 public holidays
* Employer pension contribution
* Employee assistance programme
* Personal development opportunities.

**INTERVIEW PROCESS**

Capital City Partnership will contact all applicants by email. If invited to interview you will be expected to give a presentation on a specific topic and answer several competency-based interview questions. Interviews will be held in person. If you require help with your application or interview support please contact one of our funded organisations via this [link](https://www.edinburghguarantee.org/support-job-seekers/help-to-move-into-work).

**OTHER INFORMATION**

Your workplace will be The Capital City Partnership Offices at 14 Links Place, Edinburgh*.*

The Capital City Partnership operates a 5-day, 35 ¾ hour working week.

Some evening and weekend work may be required, and the Capital City Partnership operates a flexitime and TOiL system.

A company laptop will be provided for business use and either a company mobile phone or a contribution to personal mobile phone bills will be offered.

Payment of the annual salary is by twelve monthly instalments. This is subject to appropriate deductions for National Insurance, Income Tax and Superannuation. Any broken period at the beginning or end of your service will be paid pro-rata. Payment will be made towards the end of each month by direct credit transfer to your bank or building society.

The paid annual leave entitlement is 26 days, increasing by one day per year of service to a maximum of 31 days. Employees also receive 10 paid public holidays (6 floating and 4 fixed). The Capital City Partnership’s leave year runs from 1st April to 31st March.

Under statute you are required to make provision for a pension. As an employee of the Capital City Partnership, you are eligible to participate in the CCP pensions scheme, which is a contributory scheme, members being automatically contracted out of the State Earnings Related Pension Scheme.

Please note that conditions of service at the Capital City Partnership are modelled on those applicable currently in the City of Edinburgh Council and any subsequent amendments, subject to the practicality of their implementation in a small organisation.

Any procedures that have been agreed are in the [CCP staff handbook](https://capitalcitypartnership.co.uk/staff-handbook).

As of 1st May 2004, it is a requirement of the Asylum and Immigration Act 1996 that employers verify authenticity of specific documentation relating to an individual’s identity and UK residency status.