**Job Information Pack for**

Employability Officer, Fort Kinnaird Recruitment and Skills Centre

Thank you for showing an interest in working for Capital City Partnership. Please find below the following documents for this post:

* Job Description
* Person Specification
* Employee Benefits.

We require you to complete the separately attached CCP Application form (including monitoring form) and return it to paige.evans@capitalcitypartnership.org in **Word format** by **noon, Friday 16th April 2021.**

Please note applications received after this time and date will not be accepted.

Applications submitted will be acknowledged. If you are invited to an interview, you will be notified in writing with at least 5 days’ notice of the arrangement. Interviews will take place on **Monday 26th April 2021.**

All interviewed applicants will be notified of the outcome. If you are not invited to interview and do not hear from us within six weeks of applying, then you have been unsuccessful.

Formal confirmation of a job offer is subject to checks including two employer references, proof of qualifications, and right to work in the UK.

A three-month probationary period will form part of the job offer.

**Please note secondments will be considered.**



***CCP Disability Confident Statement***

Capital City Partnership embraces diversity and promotes equality of opportunity. Candidates with disabilities who meet the essential selection criteria will automatically be offered an interview.

**Closing Date: noon, Friday 16th April 2021.**

**Job Description**

**TITLE: Employability Officer, Fort Kinnaird Recruitment Skills Centre**

**SALARY: £29,843 (Grade 6)**

**CONTRACT DURATION: Full time, 1 year fixed-term until March 2022 (opportunity to extend dependent on funding)**

**RESPONSIBLE TO: Integrated Employer Engagement (IEE) Manager**

**CLOSING DATE: Noon, Friday 16th April 2021**

**Organisation Details**

Capital City Partnership (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 Jobs Strategy Partnership and partners
* The development and maintenance of common communications and management information infrastructure for the Jobs Strategy Partnership
* Development and support of the Joined Up for Jobs network and the Joined Up for Business partnership
* Increasingly, provision of support to the Edinburgh and South East Scotland City Region Deal skills programme.

**JOB PURPOSE & ROLE DUTIES**

This post is funded by British Land, Retail Rapid Response project

The postholder will work closely with the Capital City Partnership employer engagement team which comprises the City Region Deal Integrated Employer Engagement team, the Joined Up for Business team and the Recruitment and Skills Centres teams. With a particular focus on delivering the project ‘Retail Rapid Response’ (RRR) which is supported by British Land.

The RRR project works closely with businesses within Fort Kinnaird retail park with their recruitment and staffing needs; helping these businesses respond to the challenges following the COVID impact and offer a bespoke recruitment service when required. This role will also identify opportunities for current employees and local jobseekers who require support with redundancies, training, upskilling, changing employment contracts, signposting to benefits, advice or employability provision primarily within Edinburgh, Midlothian, and East Lothian.

This project has targets for both employer and jobseeker/client engagement. Reporting of these targets and activity will be logged on our CRM system, Hanlon Software Solutions.

* Employer engagement; working closely with businesses within FK and the surrounding areas with advertising (formatting and processing vacancies across CCP and partnership channels), supporting recruitment practices, shortlisting, and interview coordination.
* Client and jobseeker support, responding to employability requests; applications, CV writing, interview techniques, removal of barriers to employment, in-work support, manage referrals to external employability provision and training opportunities within the network.
* Manage talent bank of job ready candidates for vacancies at FK and the surrounding areas. Identify sectoral opportunities for supported clients.
* Explore innovative recruitment methods to support employers facing complex recruitment needs.
* The post holder will be responsible for the content and maintenance of the web system and portal [www.rscfortkinnaird.co.uk](http://www.rscfortkinnaird.co.uk) which comprises a job board, client registration function and reporting tool as well as supporting social media profiles. A key focus will be promoting the fair work agenda with employers and working with funded employability providers who assist jobseekers with protected characteristics.
* Responding to ever changing COVID guidance there will be opportunities to deliver both physical and remote events for the local jobseeker community.
* Work closely with key partners to inform and develop the RSC offer, such as DWP, SDS and local authority employability teams.
* The post holder will liaise with community stakeholders such as schools, colleges, universities, employability providers to promote the FKRSC offer.
* Design and deliver employability and recruitment sessions both virtually and on-site as and when required.
* Work closely with the Recruitment and Skills Centre officer to shape the wider RSC offer.
* Over and above the noted duties, the post holder will support the wider employer engagement projects where necessary.

Supervision and Management

There is no direct line management responsibility in this post. The post holder may work with minimal supervision and will be responsible to IEE Manager and the RSC Officer.

# Creativity and Innovation

The post will require creativity across several disciplines including marketing, recruitment planning and partnership working.

# Contacts and Relationships

The post will have a range of contacts, both internal and external, reflecting the varied nature and diversity of the employer engagement network landscape and partnerships. Strong employer partnership working is essential to the success of the project aims.

Decisions

The postholder will make a range of decisions relating to the delivery of the project, in partnership with the manager. The post will ensure relevant legislation, regulations, policies, procedures, and other relevant conditions are applied appropriately.

Resources

The post will be predominantly home based due to the current COVID working guidelines, however a blended working pattern within the office will be expected as restrictions ease and particularly when employer demands increase.

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.

**Person Specification**

**EXPERIENCE**

Essential:

* 2 years minimum employability and employer engagement experience
* Working directly with businesses supporting their recruitment needs with a focus on customer service
* Working directly with job seekers supporting barrier removal and job application support
* Administrative Skills with experience in a relevant sector e.g. employment, economic development public, recruitment, or voluntary sector organisations.
* Partnership working
* Working directly with Businesses and partnerships
* Experience of using employer or client CRM systems and social media channels.

Desirable:

* Experience of public sector employability related work, with particular reference to SMEs, inward investment, recruitment practices or upskilling.
* Sales or Recruitment training experience
* Delivering training
* Understanding of the recruitment and skills centre model(s)
* Experience of cross regional working
* Experience of working with schools and the DYW network.

**KNOWLEDGE, SKILLS & UNDERSTANDING**

Essential:

* Analytical, numeracy and excellent communication skills
* Proven Organisational skills
* Proven recruitment and or HR knowledge
* Good Presentation Skills.
* General knowledge of the Scottish economy and economic development, recruitment and skills issues facing Edinburgh.

Desirable:

* Knowledge of government COVID crisis response funds eg. KickStart
* Understanding of the recruitment and skills centre model(s)
* Understanding of the apprenticeship family
* Understanding of the Joined up for Business service and its partners
* Creativity in approaches to problem solving
* Understanding of links between employability & skills, employer engagement, economic development, fair work agenda and alleviation of poverty
* General understanding of marketing principles, recruitment practices and the factors that drive investment decisions
* Understanding of the Joined up for Jobs network, Edinburgh Strategic Skills Pipeline and localised funding models
* Understanding of the principles and aims of City Region Deal, IRES programme.

**JOB SPECIFIC REQUIREMENTS**

Essential:

* Experienced in the use of Information technology and appropriate software e.g. MS Office, Teams, Zoom
* Demonstrable effective use of Social Media channels e.g. Twitter, LinkedIn, Facebook etc.
* Ability to take the initiative and work unsupervised
* Good Team player
* Ability to prioritise workload and work to tight deadlines
* Ability to produce high quality written materials including reports, minutes and information bulletins
* Be able to proactively build relationships at all levels.

Desirable:

* Demonstrable use of web portals, specifically management of CRM systems and back office administration of websites.

**Employee Benefits**

**EMPLOYEE BENEFITS**

Your workplace will be blended between your home address and our offices at Fort Kinnaird Recruitment & Skills Centre, 31 Fleming House or Capital City Partnership Offices at 165a Leith Walk, business need dependent.

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

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

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 leave entitlement is 25 days annual leave, 6 days floating and 4 fixed public holidays. Annual leave increases by one day per year of service to a maximum of 30 days. Capital City Partnership’s leave year runs from 1st April to 31st March.

Capital City Partnership premises is a no-smoking area.

Under statute you are required to make provision for a pension. As an employee of Capital City Partnership, you are eligible to participate in the Capital City Partnership pension 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 available on request.

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.