



## Edinburgh Women's Aid

### Job Description

<b>Job Title:</b>	Employability Co-ordinator
<b>Hours:</b>	35 hours over 5 days
<b>Salary:</b>	£29,999.93 pro rata (SPC30)
<b>Responsible To:</b>	Women's Service Operational Manager
<b>Holiday Entitlement:</b>	25 days annual leave plus 10 public holidays pro rata
<b>Contract:</b>	On a permanent basis (subject to funding)

*This role is subject to Adult and Child PVG scheme membership.*

#### **Job Purpose**

The overarching aims of this post are:

1. Women have increased financial independence (access to economic resources, education, paid labour market, routes out of poverty).
2. Services supporting women experiencing domestic abuse have increased knowledge, resources and confidence to respond to their employment and educational support needs.
3. Services are better connected to local and national employability supports.

The post holder(s) will work with Edinburgh Women's Aid and Shakti Women's Aid service users to:

1. Discuss with women about their access to paid employment and the range of additional barriers that they face as a result of domestic abuse.
2. Facilitate groups of women in employability issues that are pertinent to them and that they have helped identify in their support plan.
3. Support women to progress on their path to paid employment and progress towards their individual goals.
4. Monitor, review and evaluate the project.
5. Hold supervisory responsibilities for employability workers within the team

### **Main Duties**

- Accept referrals from Edinburgh Women's Aid and Shakti Women's Aid.
- Co-ordinate assessments with women to gauge their suitability for service provision.
- Provide direct employment support to women using needs based approach.
- Organise, resource, prepare and facilitate groups.
- Develop links with employers, employability projects, learning/training providers, and other partners to support women's employment goals.
- Conduct ongoing evaluation and analysis

### **Other Tasks**

- Develop EWA and Shakti colleagues' understanding of the project and support appropriate referrals.
- Work with EWA and Shakti colleagues to support individual women to meet their work and learning goals.

### **Essential requirements**

1. An ability to demonstrate experience and understanding of multi-agency partnership working
2. Ability to demonstrate successful self-directed working
3. A commitment to the values of Women's Aid and an understanding of domestic abuse as violence against women.
4. An in depth knowledge of issues relating to gender based violence and an ability to apply this knowledge in working with service users, employers and other stakeholders.
5. Experience of providing direct employment support to women.
6. Experience of facilitating group work with diverse communities.
7. Experience of interfacing with employers or employability programmes.
8. The organisational skills needed to manage a variable caseload.
9. A range of skills to communicate at all levels with service users, partners and employers.
10. A working knowledge of employment programmes and an understanding of the impact and potential of these when viewed through a gendered lens.
11. Ability to maintain records in relation to performance and outcomes.
12. Possession of the skills needed to meet challenging situations that arise around women who have experienced domestic abuse in a work environment e.g. effective negotiation, risk assessment and raising awareness in a sensitive way.
13. A proven track record in achieving agreed outcomes
14. Experience and knowledge of the particular issues faced by BME women

**Desirable requirements**

1. An understanding of welfare benefits and their role in helping/preventing people into work
2. Experience of working with women who have experienced gender based violence.
3. An understanding of job seeking and recruitment techniques
4. At least one community language used in Edinburgh
5. Full, clean driving licence and access to a car

*Edinburgh Women's Aid is an equal opportunities employer and welcomes applications from all sections of the community. Women only need apply under Schedule 9 (Part 1) of the Equality Act 2010*