**Development Officer (Employability)**

Salary - £33,011 pa (£26,408 pro rata)

Hours – part time 28 hours per week

**Job Description and key requirements of role**

**Summary**

Voluntary Sector Gateway West Lothian (VSGWL) is the Third Sector Interface (TSI) operating in West Lothian. Our primary purpose is to promote, develop and support West Lothian`s Third Sector. We work in partnership with the voluntary sector and key statutory and public stakeholders to improve the lives of individuals and communities across West Lothian.

**Role Overview**

We are seeking an enthusiastic and dedicated Development Officer (Employability) to support individuals in West Lothian in securing their journey into positive destinations such as sustainable employment or volunteering roles.

You will work closely with a range of third sector organisations that provide employability services in the West Lothian Third Sector Employability Forum. You will build and maintain strong relationships with employers and training providers to secure job placements and volunteering opportunities, particularly for individuals with additional challenges, such as long-term unemployment, disability, or lack of confidence. You will support the CEO in the wider contribution to development of employability strategy via the West Lothian Local Employability Partnership (LEP).

This role is dynamic and may evolve over time, offering opportunities for growth, expanded responsibilities, and adaptation to evolving employability needs. The role is for 12 months initially, with possibility of extension.

**Role Overview and Responsibilities**

***Key requirements of role***

***Main Duties***

1. Be the first point of contact for all enquiries relating to employability in the third sector in West Lothian.
2. Map and maintain a record of Third Sector employability activity, opportunities, challenges and priorities for the area and produces related reports.
3. Chair the West Lothian Third Sector Employability Forum (TSEF) and develop a workplan to improve access to relevant training and employment services.
4. Keep up to date with relevant local and national policy developments and funding opportunities and attend national events and conferences where appropriate
5. Plan and organise local events relevant to the sector in relation to employability focused work.
6. Build and maintain strong relationships with employers and training providers to secure job placements and work experience opportunities.
7. Connect individuals with relevant training courses, apprenticeship opportunities, and sector-specific qualifications to enhance their employability.
8. Organise job fairs, networking events, and employer engagement activities to create positive pathways into volunteering and employment.

**General Duties**

As a member of the VSGWL staff team, the postholder will be expected to perform a number of general duties consistently and effectively:

* + Comply with VSGWL policies and procedures.
	+ Comply with and contribute to VSGWL’s work of continuous quality improvement.
	+ Actively participate in staff team planning meetings.
	+ Carry out other non-recurring duties as arise from time to time, and occasionally help cover duties during the absence of other team members.
	+ To undertake any other reasonable task required of the post by the line manager.

**Essential Criteria:**

* Experience in employability support or a related field.
* Ability to work collaboratively and build partnerships with range of stakeholders.
* Strong interpersonal and communication skills with the ability to engage diverse individuals.
* Knowledge of employability initiatives, training schemes, and local labour market conditions.
* Excellent ICT skills and experience including – Microsoft Word, Excel, PowerPoint, and SharePoint
* Commitment to equality, diversity, and inclusive employment practices.
* Positive `can-do` attitude, diplomatic and confident nature.

***Desirable criteria***

* Experience of Third Sector
* Experience of supporting or managing volunteers.
* Experience of Salesforce or knowledge of similar management information systems

***Personal qualities***

* Honesty, tact, diplomacy and integrity
* Approachable, confident and at ease with others.
* Ability to work well as part of a team and on your own.
* Negotiation, representation and influencing skills
* Commitment to the principles of confidentiality, and equality of opportunity.
* Ideal candidate is a self-starter with a strong ability to identify opportunities, solve problems, and drive projects forward.