



JOB DESCRIPTION

JOB TITLE: New Scots Partnerships & Community Needs Lead

Location: Aberdeen City Campus (0.6 FTE / 21 hours per week), with regular travel to other NESCol campuses, partner organisations and community venues across Aberdeen City and Aberdeenshire

Grade: 8

Line Manager: Business Operations Manager

Appraiser: Business Operations Manager

Main Function:

To lead NESCol's external partnership engagement and structured community needs identification for ESOL and New Scots provision, working jointly with the ESOL & Community Engagement Coordinator to ensure the College's ESOL curriculum and wider support offer is shaped by, and remains responsive to, the real language and integration needs of New Scots and other communities across Aberdeen City and Aberdeenshire.

Main Duties - Generic

1. To provide accurate and timely support to the College in the area(s) of responsibility, ensuring high levels of professional conduct at all times.
2. To ensure that relevant statutory provisions relating to health and safety, safeguarding and equality and diversity are adhered to.
3. To ensure that quality improvement and best practice are considered and discussed with colleagues and managers at all times to ensure the efficient and effective delivery of the HR provision.
4. To create and sustain effective relationships with internal and external customers and other stakeholders and partners and to contribute to a positive and regional team ethos across all College centres.
5. To participate in the College's staff appraisal/performance management scheme and professional development arrangements.
6. To comply with the College Data Protection Policy when handling personal data in the course of employment, including personal data relating to any employee, worker, contractor, student, customer, client, supplier or agent of the College.
7. To comply with the College's IT Security Policy, Acceptable Use Policy and other relevant data policies and procedures including the Data Retention/Destruction Procedure.

Main Duties – Specific

1. To lead the development and maintenance of strategic relationships with external partner organisations and statutory agencies — including the Scottish Refugee Council, Grampian Regional Equality Council (GREC), the Workers' Educational Association (WEA), local Community Learning & Development (CLD) teams, Friends of Al-Amal, Job Centre Plus, and Aberdeen City and Aberdeenshire Council integration teams — to embed NESCol firmly within the regional New Scots support network.
2. To lead structured community needs identification, designing and carrying out outreach, surveys and consultation with New Scots and other ESOL communities to identify learning needs, gaps in provision and barriers to participation, and to translate findings into concrete curriculum and service recommendations.
3. To represent NESCol at regional and national forums, including the Aberdeenshire New Scots Integration Strategy partnership board, local community planning partnerships, and relevant equalities networks.

4. To broker referral pathways and formal partnership agreements between NESCol and external agencies, ensuring clear and sustainable routes into ESOL and related College provision.
5. To lead on funding and partnership bids relating to New Scots and ESOL provision — for example the Supporting New Scots Fund, working closely with the Business & Community Development team and other stakeholders.
6. To provide strategic direction and support to the ESOL Advisors day-to-day outreach and enrolment work, ensuring a joined-up approach across both posts.
7. To analyse and report on community need, partnership activity and engagement outcomes, informing College strategy, planning and funder reporting requirements.
8. To lead community consultation and co-production activity, ensuring New Scots and wider community voices directly inform the design of provision.
9. To contribute to College-level policy and strategy development relating to New Scots integration and ESOL.
10. To maintain up-to-date knowledge of the funding, policy and support landscape for New Scots and ESOL learners across Scotland, and brief colleagues on relevant changes.
11. To carry out other duties as directed by the Business Operations Manager or as determined through department developments.

Note

This list of duties is not intended to be exhaustive but simply highlights a number of the major tasks of the post. The postholder may be required to undertake additional duties which might reasonably be expected of him/her and which form part of the function of the post.

September 2026

PERSON SPECIFICATION

*(criteria marked * are desirable, all others are essential)*

QUALIFICATIONS

1. Degree in a relevant field (e.g. SCQF Level 9 equivalent, community development, social sciences, education, international development) or equivalent significant experience in a comparable strategic partnerships role
2. Evidence of a commitment to continuing professional development relevant to the role
3. Standard Grade/National 5 (or equivalent, SCQF Level 5 equivalent) in English, reflecting the report-writing and communication demands of the post
4. *Postgraduate qualification (SCQF Level 11 equivalent), recognised Community Learning & Development (CLD) qualification, or project management qualification

EXPERIENCE

1. Substantial experience building and leading strategic relationships with external and/or statutory agencies
2. Experience of community needs assessment, consultation or co-production methods
3. Experience working with New Scots, refugee or migrant communities
4. Experience contributing to successful funding or partnership bids
5. Experience representing an organisation at a strategic partnership board, community planning partnership, or similar external forum
6. Experience of working autonomously and managing a varied, partner-facing workload
7. Experience using IT systems for record-keeping, reporting and correspondence
8. Experience working within a college, school or other education or training environment

KNOWLEDGE

1. Sound understanding of the barriers facing New Scots and ESOL learners in accessing education and integration support
2. Working knowledge of the ESOL learner journey, including CEFR and SQA ESOL qualification frameworks
3. Understanding of safeguarding, equality and diversity, and data protection responsibilities relevant to working with vulnerable adults
4. *Working knowledge of the Scottish funding and policy landscape for refugee integration and ESOL (e.g. the New Scots Refugee Integration Strategy, No One Left Behind)

SKILLS

1. Excellent relationship-building and negotiation skills, with the confidence to influence external partners and statutory agencies
2. Strong cross-cultural communication skills, able to work sensitively with people from diverse linguistic and cultural backgrounds
3. Ability to design and interpret community needs assessments and translate findings into practical recommendations
4. Strong report-writing, data analysis and presentation skills
5. Ability to plan and manage multiple partnership relationships and pieces of work concurrently
6. Effective IT skills, including Microsoft Office and College record-keeping systems

7. Ability to work on own initiative and prioritise a varied workload to meet deadlines
8. *Additional language(s) relevant to North East Scotland's New Scots communities

PERSONAL QUALITIES

1. Confident, credible and diplomatic when representing the College externally
2. Culturally sensitive and non-judgemental approach to working with New Scots and other communities
3. Self-motivated and able to work autonomously with minimal day-to-day supervision
4. Collaborative team player, willing to work jointly with the ESOL Coordinator and wider College colleagues
5. Committed to equality, diversity and inclusion in all aspects of the role

ADDITIONAL REQUIREMENTS

1. Satisfactory PVG Scheme membership
2. Ability to travel independently and flexibly between campuses, partner organisations and community venues, including occasional evening/weekend work
3. Full driving licence