Aberdeenshire COUNCIL

Job Profile

April 2023

1. JOB IDENTITY

Post Title:	Employability Child Poverty Coordinator	**Service:**	Environment & Infrastructure
Section:	Planning & Economy	**Grade**:	Care D
Reports to:	Employability Coordinator / Senior Key Worker		

2. JOB PURPOSE

- To support the delivery of commitments set out in Best Start Bright Futures, by ensuring alignment between Local Employability Partnerships (LEPs) and wrap-around services that support parents' transition or progression within work, such as childcare and transport.
- To support delivery on the policy intent of No One Left Behind and Best Start, Bright Futures, ensuring all parents have access to employability support that is embedded in a wider package of holistic, wrap around support.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Support the delivery of the employability commitments set out in Best Start, Bright Futures, by driving alignment between the Local Employability Partnership (LEPs) and wrap-around services that support parents' transition or progression within work, such as childcare and transport. This would include:
  - Supporting strong communications between relevant partners and services locally
  - Designing referral pathways between services in the local area, or improving those already in place if they are not driving uptake as anticipated
- Build and maintain relationships with lead officers for Child Poverty locally, ensuring the LEP remains up to date with activity surrounding the Local Child Poverty Action Reports.
- Engage nationally where appropriate to share learning and identify with what works in relation to tackling child poverty through employability. The manner of this should be agreed with line manager.
- Ensure a clear understanding of the causes and solutions of child poverty is shared and informs action undertaken by Local Authority.
- Link between the child poverty work and other related policy initiatives.
- Identify and promote key changes to local policy and practice that will contribute toward meeting child poverty targets.

Agreed

4. QUALIFICATIONS AND TRAINING	
Essential:	• Academic achievement to Higher level or equivalent transferable skills and experience. • Full and valid driving licence
Desirable:	• Community education, health or social care qualification

5. EXPERIENCE	
Essential:	• Relevant work experience of partnership working • Working with individuals and families with varying needs in the community • Experience of multi-agency working • Experience of negotiation and implementation of services • Experience in the employability field or within the Child Poverty Agenda
Desirable:	• Experience of managing projects

6. KNOWLEDGE AND SKILLS	
Essential:	• Excellent leadership and motivational skills • Excellent organisational, interpersonal, communication and negotiating skills with the ability to work to tight and often conflicting deadlines and secure positive outcomes. • Proven ability to network effectively • Ability to write reports and speak in support of these to Partnership working groups
Desirable:	• Knowledge of the barriers to employment within Aberdeenshire • Knowledge of the Child Poverty Agenda

Agreed

7. ADDITIONAL REQUIREMENTS	
Driving Compliance	Authorised Car User It is a material condition of employment for this post that the employee holds a current full driving licence and has a car available, whenever required, in order to undertake the full range of duties of the post. As such, the post is designated as an authorised car user and will be entitled to receive mileage payments. The employee will also be required to produce their licence, on request, at periodic intervals. Should the employee's driving licence be withdrawn, for whatever reason, it may be necessary to terminate the employee's appointment.
Politically Restricted	Not applicable to this post

Agreed