



ACVO Job Description

Senior Development Officer (Employability)

Hours: Part -Time 28 hours a week (open to flexible working requests)

Salary: £39,000 (pro-rata)

Duration: Initial funding secured to May 2028, with an extension review taking place in September 2027

Location: Aberdeen City

Reports to: Chief Executive ACVO

Purpose:

The post is a joint commitment between Aberdeen's Local Employability Partnership and ACVO Third Sector Interface and is intended to support strengthening employment outcomes for the people of Aberdeen through improving the capacity, scope and contribution of third sector employability provision.

By working collaboratively with the Local Employability Partnership and Aberdeen's Employability Training Providers Forum, the postholder will engage actively with local and national third sector providers to understand their strengths and challenges, identify opportunities for and support partnership working across sectors. They will support third sector employability providers with organisational development as well as growing involvement from related community organisations to extend reach. They will advocate for the sector strategically on relevant partnership boards and working groups.

Responsibilities:

- Provide strategic support to the Local Employability Partnership (LEP).
- Provide strategic support to the Aberdeen Employability Training Providers Forum (ETPF).
- Work with the ETPF and the wider third sector to review, map and maintain a record of third sector employability activity, opportunities, challenges and priorities for the area.
- Establish effective working relationships with local and national third sector providers and represent all perspectives fairly.
- Build positive relationships with strategic partners involved in employability and related services in Aberdeen.
- Attend and advocate for the sector on the Aberdeen Local Employability Partnership (LEP) and any other relevant strategic groups as appropriate.
- Support and help inform Aberdeen's Local Employability Partnership's (LEP) strategy development including ensuring transparent and accessible commissioning of employability services.
- Work pro-actively with the Local Employability Partnership and the Employability Training Providers Forum to support the sector to explore and develop opportunities for working in partnership including, but not restricted to, Consortium models.



- Work with the LEP and the ETPF to provide input into design and delivery of participation and engagement methods that support those with lived experience to develop a collective voice and co-produce new services in employability.
- Keep up to date with and share information on national employability policy and funding developments as relevant to the sector.
- Work collectively across the ACVO TSI development team and wider third sector collaboratively, respectfully, fairly and honestly; always undertaking to represent the organisation in an appropriate manner and with the integrity expected by ACVO TSI.
- Undertake any other reasonable task required of the post by the line manager.

Knowledge, Skills & Experience

Experience:

- Experience of working in a third sector employability delivery organisation or service at a senior level
- Experience of project development or management
- Experience of supporting developing partnerships and multi-agency approaches
- Extensive experience of working with Microsoft packages, including word, PowerPoint, excel and Outlook.
- Experience of managing a diverse workload and meeting deadlines
- Experience of facilitating meetings and events.
- Experience of managing multiple complex working relationships and partnerships.

Knowledge, Skills and Abilities:

- Excellent written skills, including the ability to write reports and other content that is accessible to different audiences.
- Excellent spoken communication skills, including the confidence to designing and deliver presentations
- The ability to grow and develop partnership working across a diverse group of interests, including supporting, communication, negotiation, and project development.
- Demonstrable relationship building and networking skills including the ability to influence and motivate others.
- A good understanding of employability policy in Scotland is essential and the issues affecting the sector locally would be preferable.
- Excellent digital skills, with experience of using online digital tools and an ability to embrace new emerging technology.
- The ability to work unsupervised but within a team and a teamwork environment.
- Strong attention to detail and the ability to take ownership of your work.
- Knowledge of confidentiality requirements, business sensitivity and the management of personal data.