



Role Profile

Tackling Child Poverty Co-ordinator

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|---------------|----------------------------|-------|------------|
| Reference No. | A5037 | Type | Individual |
| Service | Business and Employability | | |
| Job Family | Professional | Grade | FC8 |

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| Purpose |
| The purpose of the role is to co-ordinate the delivery of the Scottish Government funded Best Start Brighter Futures (BSBF) by improving the service delivery between employability and other services relating to child poverty. |
| The role includes working in partnership with existing employability council services and the third sector in Fife. |

| Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken: | Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility | E | D |
|---|--|------------------|----------|
| Co-ordination of the provision between Fife Opportunities Partnership and services that will support parents' transition or progression within employability. | Educated to SCQF level 9, which includes a Degree or equivalent. Experience of working within an employability or skills setting. Knowledge and understanding of Employability and Skills policy drivers at a local and national level. Ability to provide a regular and effective service. | ✓ ✓ ✓ ✓ | |
| Ensuring that there is a clear understanding of the causes and solutions of child poverty is shared and informs action undertaken by the Local Authority. | Experience of and the ability to work effectively with key stakeholders (Work Together) | ✓ | |
| Improving the link between the child poverty work and other related policy initiatives. | Experience of and the ability to work effectively with key stakeholders (Work Together) Knowledge of partnership working and policy drivers at a local and national level. | ✓ | |

E = Essential Criteria D = Desirable Criteria

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|--|---|----------|---|
| Working with Delivery Partners, establish a Delivery Leads Group to facilitate partnership working, review delivery against agreed outcomes and identify appropriate adjustments to delivery models and priorities. | Experience in project management tools and techniques (Deliver Results – See How We Work Matters Framework). | ✓ | |
| Budget management and monitoring including co-ordinating and managing internal and external financial resources. | Experienced in managing budgets. | | ✓ |
| Provide support to the Delivery Partners to input to the Customer Relationship Management system. Extract information from the CRMS to support monitoring, reporting and review activities. | Experienced in use of Customer Relationship Management systems for stakeholder engagement. | | ✓ |
| Assist the Opportunities Fife Partnership Manager in preparing and presenting progress reports for the Oversight and Scrutiny Group, Opportunities Fife Partnership Board, the Child Poverty Working Group and council committees. | Presentation, verbal and written communication skills, including report writing for a senior audience. | ✓ | |
| Act as central coordination point for monitoring, evaluation and research programmes involving BSBF activities. | Experience of and the ability to work effectively with key stakeholders (Work Together) | ✓ | |
| Build and maintain relationships with lead officers for Child Poverty locally, ensuring the Opportunities Fife Partnership remains up to date with activity surrounding the Local Child Poverty Action Reports | Experience of and the ability to work effectively with key stakeholders (Work Together) Verbal and written communication skills. | ✓ ✓ | |
| Identify opportunities for partnership working and new approaches within BSBF and wider partnership employability and skills activity and facilitate relationship building for these opportunities. | Experience of and the ability to work effectively with key stakeholders (Work Together) | ✓ | |
| Prepare materials for marketing and promotion of the BSBF service activities including identifying and creating case studies, best practice examples and good news stories. | Verbal and written communication skills | ✓ | |
| Support the Opportunities Fife Partnership Manager to identify new funding opportunities | Experience of making successful funding applications | ✓ | |
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Role Profile

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Job Title (Specialists Tasks)

Identifying and promoting key changes to local policy and practice that will contribute toward meeting child poverty targets.

Experience of working within an employability or skills setting.
 Knowledge and understanding of Employability and Skills policy drivers at a local and national level

✓

✓

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How we work matters**

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.