

**Job Description**

**Title:** Lead Employment Co-ordinator

**Starting Salary:**£37,626 (Grade 7)

**Duration:** Fixed Term post until March 2026 (anticipated extension pending funding)

**Responsible To:** Recruitment & Skills Manager

**CLOSING DATE:** Monday 24th February at 09:00am

**Application instructions:** Please send your CV and cover letter in one document to recruitment@capitalcitypartnership.org, along with a completed copy of our Equal Opportunities Monitoring Form.

* CCP encourages applications from people from ethnically diverse backgrounds.
* We are keen to receive applications from people who wish to work flexibly.
* Secondment requests are welcome.

**Organisation Details**

[Capital City Partnership](https://capitalcitypartnership.co.uk/) (CCP) is an arm’s length company of The City of Edinburgh Council and is tasked with the operational development, management and support of local and regional employability and poverty reduction measures. It takes a flexible approach to changing economic conditions, needs and opportunities but its core functions comprise.

* The management of all employability related grants and contracts awarded to external providers by the council and other key partners.
* The management of assessment processes related to bids received for such grants and contracts and making recommendations for funding.
* The provision of policy advice, research, and development support (including secretariat functions) to the city’s Local Employability Partnership and partners.
* The development and maintenance of common communications and management information infrastructure for the Local Employability Partnership.
* Development and support of the Joined Up for Jobs network and the Joined Up for Business partnership.
* Management and coordination of skills centres based on geographical location, including Fort Kinnaird Recruitment and Skills Centre, MacMillan Skills Hub, and FUSE at St James Quarter.
* Provision of support to the Edinburgh and South East Scotland City Region Deal Integrated Enhanced Skills (IRES) programme.

**Job Purpose**

This post is funded by St James Quarter under the brand area of FUSE. The initial funding is for one year only, but it is anticipated that further long-term funding will be secured for post 2026.

The core job purpose is to support the manager and other support staff in FUSE with the recruitment of clients into jobs available within the St James Quarter and the wider Business Improvement District (city centre area) when relevant or required.

FUSE is a world class retail and hospitality offer setting standards for skills, training, recruitment and career support. FUSE has been established to work across Edinburgh and beyond, connecting people to training courses, accredited qualifications, employers and jobs in both retail and hospitality within St James Quarter but also the rest of the city. St James Quarter opened in 2021 bringing approximately 3,000 new jobs to the city.

The successful candidate will have an operational remit, linking employers with suitable candidates and assisting the FUSE manager and staff with understanding, promoting and filling vacancies on a rolling basis.

Client management of employers will be a key function of the post, creating excellent relationships and making all employers aware of the FUSE offer and building confidence in its ability to support their recruitment.

Through Capital City Partnership, FUSE has access to a wide supply chain of clients who are supported through over 60 organisations and agencies within the Joined Up for Jobs network. These clients are given support to become job ready or may be job changers who require additional barrier removal before moving into employment. FUSE is the finishing school part of this, bringing employers closer to job ready clients for a successful transition into work.

As part of this wider offer, we also have Joined Up for Business which offers community-based job fairs and a Vocational Training Framework where we work with recruiting employers to design short training courses with a guaranteed interview. FUSE can link into these offers.

As this is a location-based service, we anticipate that much of the work will be delivered in person within dedicated offices within the St James Quarter. Remote/home working is supported when necessary. We also have recruitment skill centre sites within North Edinburgh at the Macmillan Skills Hub, and at Fort Kinnaird retail centre and some cross working may be beneficial to the FUSE team.

**Main Duties**

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

* Manage recruitment and vacancy attraction from employers based at St James Quarter and surrounding area
* Provide leadership support to the team in the Managers absence
* Support office and client queries and escalate issues and concerns to Manager
* Manage a caseload of clients, working one to one with individuals to support with employability skills and ongoing in work support
* Promotion of services through employer engagement to create opportunities for our clients
* Building on employer relationships and working with key stakeholders
* Working collaboratively with community partners to encourage engagement and joint support within St James Quarter
* Supporting Manager with reports and data gathering through CRM systems
* Promotion of internal and external events to drive attraction to FUSE services.

**Knowledge And Skills Required**

Essential:

* Management or Leadership experience of working within the employability, skills, education, employer engagement, recruitment or related network areas
* Experience of working with employers to support recruitment outcomes
* Understanding of recruitment practices and policies
* Excellent project management skills, including developing and implementing plans to agreed timescales and successfully managing risks and opportunities
* Experience of recruiting and engaging with people who are job changers, or returners, and those seeking employment
* Meticulous approach to record keeping and recording of information
* Confident in the use of a wide range of software packages, including MS Office.

Desirable:

* Understanding of the Joined Up for Jobs Employability Network
* Experience of delivering employability initiatives
* Experience of managing volume recruitment campaigns.

**Employee Benefits**

* Hybrid working
* Flexible working (flexitime)
* 26 days starting annual leave, increasing to 31
* 3 days additional leave for Christmas and New Year closures
* Birthday leave
* 10 public holidays
* Employer pension contribution
* Employee assistance programme
* Personal development opportunities.

**Other Information**

Your workplace will be FUSE (The Cube, 45 Leith Street, Edinburgh EH1 3AT) with the option of flexible home working.

The Capital City Partnership operates a 5-day, 35 ¾ hour working week.

Some evening and weekend work may be required, and the Capital City Partnership operates a flexitime and TOiL system.

Payment of the annual salary is by twelve monthly instalments. This is subject to appropriate deductions for National Insurance, Income Tax and Superannuation. Any broken period at the beginning or end of your service will be paid pro-rata. Payment will be made towards the end of each month by direct credit transfer to your bank or building society.

The paid annual leave entitlement is 26 days, increasing by one day per year of service to a maximum of 31 days. Employees also receive 10 paid public holidays (6 floating and 4 fixed). The Capital City Partnership’s leave year runs from 1st April to 31st March.

Under statute you are required to make provision for a pension. As an employee of the Capital City Partnership, you are eligible to participate in the CCP pensions scheme, which is a contributory scheme, members being automatically contracted out of the State Earnings Related Pension Scheme.

Please note that conditions of service at the Capital City Partnership are modelled on those applicable currently in the City of Edinburgh Council and any subsequent amendments, subject to the practicality of their implementation in a small organisation.

Any procedures that have been agreed are in the [CCP staff handbook](https://capitalcitypartnership.co.uk/staff-handbook).

As of 1st May 2004, it is a requirement of the Asylum and Immigration Act 1996 that employers verify authenticity of specific documentation relating to an individual’s identity and UK residency status.