




**Job Pack**

 **enable  
works**



# Our values

Our values guide us in everything we do

1

## Ambition

We set ambitious goals and high standards for ourselves. We strive to improve the lives and experiences of the communities we serve

2

## Challenge

*We challenge the status quo when there is a better way.*

3

## Impact

We focus all our efforts on impact and outcomes for the people and communities we serve.

4

## Equity

We believe everyone has the right to live in a fair and equal society.

5

## Integrity

We make the right decisions, not the easy ones



# enable works

We believe that every person in Scotland has the **right** to work in a job that is high **quality** and **well paid**.

**Enable Works** supports over **7000** people every year across 29 Scottish Local Authorities to learn **skills** for **work**.

We meet clients in a variety of settings including in **schools** and **universities** and out in the **community**.

We **partner** with thousands of employers to create **inclusive** cultures and improve the **diversity** of Scotland's workforce.

Together we will **challenge perceptions** of disability and **unleash potential**.

A decorative graphic consisting of two overlapping curved shapes, one in a darker purple and the other in a lighter purple, sweeping from the bottom left towards the top right.

# Why are we needed?

Disabled people experience **significant barriers** to employment and are **underrepresented** in Scotland's **workforce**.

The **Disability Employment Gap** refers to the difference in employment rates between disabled people and the rest of the working age population. The disability employment gap in Scotland is currently **31.2%**, the **biggest** in the **UK**. For someone who has a **learning disability** the gap is even bigger – **75.1%**

But even when in work, disabled people still experience disadvantage and for every pound a non-disabled person earns in work, a disabled person earns **just 83p**.

**It's not good enough and we want to change it.**

**Success** to us means everyone **who can** and **wants to work** has the right support and opportunities that **enables** them to **thrive** and live a **good life**.

## What we do





# Our commitment to Equity, Diversity and Inclusion

We don't just accept difference, we wholly **support** it and **celebrate** it. Achieving **diversity in the workplace** is a **priority** at Enable Works.

Our **culture** is one of our **greatest assets** and it's important to us that we **recognise** and **value** each other's differences and treat each other **fairly** and with **respect**. We create a space where you can bring your **authentic self** to work and we **foster a culture** where you can **challenge, grow** and **learn** from each other.

*"At Enable Works there is respect and understanding at all levels of the business and we are empowered and encouraged to take ownership for our roles, and helped to develop"*

**Employment Coordinator**

We want our team to reflect the **communities we serve** and our **shared ambitions** for our clients. We are a team of **people who support people** to achieve their goals and aspirations.

We offer **flexible working practices** that promote a **strong work/life balance** so that when you are at work you can be the **best version of you**.

**Values are more important to us than qualifications or experience, so if you don't think you meet every requirement that's ok, we still want to hear from you.**

At Enable Works we are **dedicated** to building a **diverse** and **inclusive** workplace, so if you are **excited** about this role but your past experience doesn't align perfectly, we **encourage you to apply** anyway. You may be the right candidate for this role, or other roles.

# Our commitment to you

We want to you be able to perform the **best you can** through the interview process and be able to fully **demonstrate your skills** and **suitability** for the role. We want to **get to know you** and see if you're a **good fit** for the job- it's not to catch you out!

**We offer all candidates the interview question themes ahead of time so you can prepare as we genuinely want you to do well.**

If you would benefit from the **full questions in advance**, we are more than happy to send these to you, **however** we want to engage in a **genuine conversation** with you, so our advice is to use the questions as a guide as we may ask follow up questions based on your responses.

We encourage you to **speak to us** about any **accommodations, adjustments** or **support** you may need to the interview process.

Some examples of adjustments we have provided include:

- **Offering a choice of face to face interview or online**
- **Changing the time to avoid peak travel or the school drop off**
- **Providing additional time with interview assessments**
- **Having a job coach with you at the interview for support**
- **Offering a practical work trial**
- **Visit to the venue in advance**

If you choose to interview **in person**, our venues are **fully accessible** and we ensure you can **access them easily** using public transport.

Adjustments can **look different for everyone**- it's also okay if you're **not sure** what you need, speak to us and **we can help**.

## Education & Skills Manager

35 hours per week

Permanent

Salary – £46,102

Area: Inspire House/National

## Role Profile

As a leader at Enable Works, you'll be at the forefront of our mission to deliver exceptional education and skills programmes for young disabled people across Scotland. You will lead the continuous improvement in learning, teaching, assessment and learner outcomes for all young people on the programme.

You will be responsible for strategic development of your programmes and region, leading on performance management; contract management and developing opportunities for new business allowing us to grow our impact.

## What will you do?

This is a hybrid role with some office time and travel expected.

Your Responsibilities:

Setting and Upholding High Standards:

- You will lead a team of employment coordinators, ensuring that our services meet and exceed expectations. You will set and maintain rigorous standards of performance and quality across all our services, ensuring clients needs are at the heart of every decision we make.

Ensuring Compliance and Performance Excellence:

- You will work closely with our national compliance and quality team to ensure your team meet compliance and performance requirements, ensuring excellence in execution.

# What will you do?

## Guiding a High-Performing Team:

- As a senior leader, you will mentor and lead a Performance Manager and Team Leaders, fostering their growth as leaders to provide effective mentoring for your team, ensuring that our Employment Coordinators consistently deliver outstanding services.

## Strategic Engagements:

- Building robust relationships with both local and national funders and commissioners will be second nature to you, ensuring seamless contract delivery and long-lasting partnerships. It will be your responsibility to ensure that contracts meet key aims and objectives, aligning our services with our mission and vision. You will be the point of contact for funders and partners regarding contract delivery, ensuring that contracts are upheld and relationships are maintained.

## Pioneering Opportunities:

- Proactively identifying and cultivating new business opportunities will be your forte, enabling our clients to secure meaningful employment.

## Driving Business Growth:

- Collaborating closely with our Head of Employability, you'll spearhead initiatives to identify, secure, and implement new service opportunities, leveraging your strategic vision and expertise. You will take the lead on the development of local grant applications and tenders for new services, driving our growth and reach.

## Influencing Policy for Impact:

- You will hold a central role in shaping Enable Works' influence on policies and support systems for disabled people in Scotland, making a tangible difference in their lives.

## Managing Regional Finances:

- You will manage regional income and expenditure in line with the agreed budget, maintaining financial stability and efficiency.



# The skills you will bring

## We really need you to have these

- Experience of delivering and leading education and skills programmes for young people.
- An awareness of employability and skills structures and systems in Scotland.
- Experience of leading a performance focused team.
- Ability to effectively coach and motivate developing leaders to deliver high performance within your team.
- Effective project management skills and ability to think strategically to achieve long-term goals.
- A natural, professional relationship builder with the ability to partner and negotiate with stakeholders.
- Experience of delivering on financial expectations and forecasting change.
- Strong attention to detail with professional presentation and personality.
- Self-management skills and the ability to meet duties effectively within agreed timescales.
- Confident communicator.
- Role model.
- IT Literacy.
- A full driving licence and access to a car.

## Why?

Our vision is that every person in Scotland is able to access the support they need to find a high-quality job that pays them well and your drive and commitment to this will help them get there.

As a senior leader you will drive our culture within your programme portfolio. To lead your team you will need a sound understanding of the current employability landscape and the future direction of travel. You will be a natural relationship builder able to work closely with people at all levels to deliver results for our clients.

# The skills you will bring

You will be representing Enable Works in everything you do so you will need to be professional in your approach and knowledgeable in your field. Our reputation is important to us.

As an Operations manager, you will have a driven and flexible leadership style, with the ability to coach and develop your team to achieve the best for them and our clients. Our teams are our greatest asset and your job will be to get the best from them, understanding each individuals motivations and aspirations.

Our culture is autonomous so that means we trust you to lead your teams and programmes effectively, make decisions and react and resolve change as needed. You will be an important part of the leadership team and will work collaboratively with your colleagues and partners to achieve success. Our Operations Managers are empowered to lead on decisions for your programmes and region, with support from the Senior leadership team as needed. You are responsible for delivering on agreed financial expectations.

You will support your leaders to effectively monitor the performance and best practice of your team, ensuring the delivery of high-quality services that exceed the expectations of our clients and funders. Attention to detail is important as it means you can work accurately and follow instructions.

We have high expectations for our clients and our staff teams, and you will be given a work plan with targets. We support you throughout, but you need to be comfortable working towards them and managing your team to do the same.

## We would love it if you had these

- Experience of working in employability out with Scotland
- Experience of business development including bid writing
- Experience working in rural areas
- Experience of working with people who have multiple/complex barriers
- Understanding of relevant policy and legislation including NOLB



# Our benefits

We believe in **developing** all our staff and we provide an extensive **learning programme** together with **career development** opportunities.

Examples have included:

- **Job Specific training including Modern Apprenticeships and Graduate Apprenticeships**
- **PDA in Supported Employment at SCQF Level 7**
- **Leadership Development**
- **Executive MBA**
- **Support with applying for international scholarships**
- **Mentoring with senior leaders**

We also provide time monthly for staff to "**Drop Everything and Learn**" and staff have taken up opportunities to **learn BSL** and **upskill** in new areas of work . We also encourage shadowing and learning across our teams so you can better understand different areas of the business. Your **learning journey** is **driven by you** and **your aspirations** and is fully **supported by us**.

We also have an excellent range of staff benefits including:

- Health cash plans providing a wide range of health benefits to help people cover the cost of their everyday health care.
- Employee Assistance Programme
- Blue Light Card
- Cycle to Work Scheme
- Season Ticket Loans