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Post	Employer Learning Officer
Salary	£30,814 per annum pro rata + 6% pension contribution.
Duration	Fixed term until December 2024
Hours	17.5 per week
Location	Glasgow, but home working until further notice
Line Manager	Research and Information Manager

JOB PURPOSE

This role will lead on facilitating a program of Action Learning focused on engaging with employers and people with experience of in-work poverty to help develop new responses to in-work poverty. It will be responsible for maintaining engagement with employers, designing and facilitating Action Learning Sets, and supporting the implementation of outcomes. The role will be part of team of researchers working with collaboratively with business and utilising evidence and innovation to build create change. It is part of the new *Serving the Future* project, a partnership between with The Fraser of Allander Institute, the Institute for Inspiring Children’s Future at Strathclyde University, and the Poverty Alliance.

JOB BACKGROUND

The Poverty Alliance is the national anti-poverty network in Scotland, with membership including representatives from the community and voluntary sectors, trade unions, faith groups, statutory bodies and others across civil society. Our members, the Scottish Government, local authorities and charitable trusts financially support us to carry out our work.

Established in 1992, the Poverty Alliance has a long track record in working with individuals and communities to take action to address poverty. We have sought to put participation, of both individuals experiencing poverty and organisations in our network, at the heart of our programme and project work.

Tackling poverty both innovatively and creatively this work builds on our track record of projects supporting change and working with diverse stakeholders across Scotland such as in the Living Wage Scotland.

The partnership between the University's Fraser of Allander Institute, Institute for Inspiring Children's Futures and the Poverty Alliance will work with employers and related public services, as well as people in poverty, to identify and implement meaningful change to reduce the risk of in-work poverty as well as a research programme working with people with experience of in-work poverty.

Using Action Learning Sets the project will support employers in the hospitality sector to identify changes to enable them to prevent their staff moving into or help them exit from poverty. It will do so by working with employers to identify actions that can be taken by individual businesses to reduce and prevent in-work poverty and evaluate their success. It will also identify factors outside the control of businesses that impact on their role in reducing poverty. The main beneficiaries will be workers at risk of poverty and employers operating in challenging sectors.

The role requires an individual with a range of knowledge and experience: facilitation will be central, as will how best to work with diverse stakeholders, including business and social enterprise. The role will also require excellent communications skills, interpersonal and negotiation skills. You will have experience of working in partnership/engaging with business. as well as clear commitment to social justice

JOB DESCRIPTION

Key responsibilities:

- 1. Developing and delivering Action Learning Sets (ALS) with employers and others**
- 2. Supporting the development of actions emerging from the Action Learning Set methodology**
- 3. Monitoring and evaluation**

Detailed responsibilities:

- 1. Developing and delivering Action Learning Sets with employers and others**
 - To participate in training in Action Learning Set methodology;

- To contribute to the development of appropriate materials for Action Learning Set sessions;
- To contribute to the recruitment and ongoing support of participants from the hospitality sector to Action Learning Sets;
- To supporting the facilitation and delivery of Action Learning Sets;
- To support action planning processes developed as part of the Action Learning sets;
- Contributing to the analysis of evidence from Action Learning Sets.

2. Supporting the embedding of actions emerging from the Action Learning Sets

- Supporting the integration of research evidence with Action Learning Sets outcomes;
- Providing ongoing support to ALS participants to ensure the effective implementation of actions;
- Convening regular meetings of ALS participants;
- Building connections to strategic partners in the business community as required;
- Communication of the results of initial outcomes.

3. Monitoring and evaluation

- Contribute to the design of project monitoring, evaluation, learning (MEL) plans;
- Ensuring monitoring evidence and data is collected and shared with project partners;
- Contributing to the production of impact and evaluation reports.

General

- To ensure compliance with the Poverty Alliance governance procedures, our values, policies and guidelines.
- Contribute to a positive working environment in which equality and diversity are valued and staff are enabled to do their best.
- To carry out other tasks and duties as required by the Research and Information Manager

PERSON SPECIFICATION

Essential Experience

- Experience of facilitating and supporting small groups
- Experience of using a range of participatory learning techniques to promote practice change.
- Experience of working in learning and development contexts
- Experience in the development and delivery of training programmes
- Experience of working with multiple stakeholder projects and initiatives at a local or national levels.
- Experience of managing change processes.

Essential Knowledge, skills and attributes

- Knowledge of group work/training theory and techniques.
- Excellent analytical problem-solving skills.
- Demonstrable commitment to collaborative teamwork.
- Demonstrable commitment to inclusive working, ensuring equality and valuing diversity.
- Excellent written and verbal communication skills,
- Excellent interpersonal skills, and able to work alongside a wide range of stakeholders.
- Excellent organisational and workload management skills.

- The ability to understand and synthesize evidence from a variety of sources and to communicate this to others.
- Excellent organizing and prioritization skills, and the ability to work flexibly to accommodate a demanding workload.
- Able to work as part of a team and a commitment to the values of the Poverty Alliance.
- IT skills, in particular MS Teams, SharePoint, Zoom.

Desirable Criteria

- Experience of working with employers, particularly in the hospitality sector.
- Experience of delivering Action Learning Sets or knowledge of ALS methodology
- Experience of monitoring, evaluation and impact assessment.
- Good understanding of relevant anti-poverty and social justice policy at local and national levels in Scotland.
- Educated to degree level or equivalent