

Officers Association Scotland

Post:	Employment Consultant
Hours:	21 hours per week
Salary:	£25,535 - £27,797 pro rata
Location:	Edinburgh
Benefits:	Contributory pension scheme after 3 months' satisfactory service.

Purpose of the Role

The Employment Consultant will deliver a high quality, individually tailored employment service to clients, offering emotional and practical support and setting realistic goals as part of their journey to employability. They will also establish and nurture relationships with a wide range of employers, head-hunters and recruitment consultants with a view to encouraging them to advertise their vacancies to OA Scotland clients.

Main Responsibilities:

- Liaise with the military resettlement teams and veteran's services across Scotland, promoting the services of the Officers Association Scotland
- Provide a bespoke service providing advice and support to clients who are seeking employment having left the Armed Services.
- Develop individualised support package that meets the client's needs enabling them to develop their journey towards employment
- Help to create and develop a multitude of needs led training provisions through the means of webinars and practical workshops
- Provide employment advice and assistance to clients by using the developed network of employers and recruitment specialists
- Establish and nurture relationships with employers, head-hunters and recruitment consultants with a view to encouraging them to advertise their vacancies to OA Scotland clients

Contributing to Administration – to support the provision of administration requirements in OAS

- To act as the first point of contact for clients
- Maintain client records and databases
- Maintain OAS employer contact lists
- Maintain the OAS jobs board, ensuring it is populated with relevant jobs

Contributing to Marketing/PR/Comms – to support raising the profile of the organisation and the employment services it offers throughout Scotland and the rest of the UK in cooperation with OA London and other resettlement providers.

- Update the OA Scotland website and social media functions, ensuring that content is current and relevant
- Maintain a relationship with Officers Association London, Regular Forces Employment Association, the Career Transition Partnership and other employment service providers in the ex-Services sector.
- Help to arrange and manage OA Scotland events.

Managing/contributing to the team – to ensure the OAS Employment team work efficiently and effectively within set guidelines

- Comply with the culture and policies governing OAS
- Help out with others areas of service within the organisation as and when required

Managing Self – to add value to the overall aims of OAS

- By being mobile throughout Scotland
- By using your own initiative and being self motivated to drive forward O A Scotland services
- By being available for out of hours events as required (Time off in lieu is applicable)

Person Spec

REQUIREMENT	ESSENTIAL OR DESIRABLE	HOW ASSESSED
Qualifications Education, Training <ul style="list-style-type: none"> • Degree or equivalent management experience • HR/Recruitment or Marketing qualification 	Essential Desirable	Application Application
Experience <ul style="list-style-type: none"> • Business development or recruitment • Advice & guidance • Management level experience • Office Management 	Essential Essential Essential Essential	Application/Interview Application/Interview Application/Interview Application/Interview
Knowledge <ul style="list-style-type: none"> • Word, Excel, Powerpoint • Website management • Social Media • Database management • Knowledge of the Armed Services • Service in the Armed Forces 	Essential Desirable Desirable Desirable Desirable Optional	Application/Interview Application/Interview Application/Interview Application/Interview Application/Interview Application

<p>Skills & Competencies</p> <ul style="list-style-type: none"> • Excellent written and verbal communication skills • Experience of advising and coaching clients or team members • Stakeholder management skills • Wordpress or website management experience • Ability to prioritise and to work on a variety of projects at one time • Full driving licence 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p>	<p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application</p>
<p>Personal Attributes</p> <ul style="list-style-type: none"> • Flexible attitude • Willingness to attend occasional out of hours events • Mobility across Scotland • Self motivated with ability to manage own workload • Work with integrity and confidentiality 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>

Applications

By CV and covering letter to Heather McVeigh, Chief Executive, OA Scotland
H.mcveigh@oascotland.org.uk

Closing date: Friday 1st November 2019

Informal enquiries about the post can be addressed to Heather McVeigh, Chief Executive, Officers Association Scotland Tel: 0131 550 1575.