

Job Description

Position:	Apt Project Co-Ordinator (this is a fixed term post until 31 March 2026, dependant on funding)
Reporting to:	Chief Executive Officer
Location:	Homeworking (predominantly), with an office base in Kirkintilloch, some travel throughout Scotland.
Hours:	28 per week

The Apt Making It Work Project

The Apt Making It Work project aims to improve retention rates for people at risk of becoming economically inactive, particularly disabled people and those with long-term health conditions. The project will support employers to retain employees and reduce economic inactivity, by building their capacity to support their workers.

SUSE will lead the project, with significant contributions from Apt Partners and the SUSE Experience Network. The major project elements focus on creating equitable induction & in-work support for employees, rolling out the Why You Askin'? Campaign to encourage disability disclosure through positive workplace conversations, assessing and improving the accessibility of employers' eLearning resources and information systems and improving workplace consultations to improve communications with disabled employees.

The Apt Project Co-Ordinator will support the implementation and delivery of the Apt Making It Work project and work closely with partners to ensure the project is delivered successfully.

The Scottish Union of Supported Employment (SUSE)

The Scottish Union of Supported Employment (SUSE) is the national representative body for supported employment providers and anyone interested in ensuring that that disabled people and those with long-term health conditions across our country have the opportunity of a working life. We bring organisations and people together to campaign, network, and improve the quality and impact of Supported Employment and employability services. Our aim is to promote the Supported Employment model to ensure that disabled people across Scotland have access to quality jobs with support to achieve success. We aim to drive meaningful change in the sector by:

- running innovative projects to help build the capacity of service providers and practitioners
- campaigning for quality Supported Employment provision and better services for

- disabled people
- supporting employers to make workplaces more accessible for disabled people.

Job Role

Apt Project Co-Ordination and Delivery

- a. Take a lead role in the achievement of the Apt Making It Work outcomes, working to the agreed budget.
- b. Implement the Project Plan and achieve key performance indicators.
- c. Work with the Chief Executive Officer to identify and manage risks.
- d. Gather robust evidence and data on the project's activities and impacts for the evaluation process, including its dissemination.
- e. Lead on development of project resources for employers.
- f. Liaise with SUSE's project partners on a regular basis.
- g. Prepare materials and deliver presentations on behalf of the project.

Marketing and Engagement

- a. Participate in the continued development of a marketing plan for the Apt project and participate in its implementation.
- b. Support the Marketing & Communications Manager to create content that is engaging and informative for social media channels.
- c. Play a leading role in publicising the project with employers, the employability community and policy makers.

Working with the Team

- a. Provide day-to-day support for SUSE staff who are working on the project.
- b. Work closely with the Chief Executive Officer to ensure the efficient co-ordination of the project and the day-to-day management of partners or contractors who may provide services for Apt Making It Work.

Working with Employers

- a. Recruit employers to participate in the project, support them to develop workable action plans and deliver the project outputs.
- b. Build strong relationships with employers' organisations and employer intermediaries to

promote the project and encourage their participation.

- c. Work with Apt partners to deliver quality services to employers and gather data and evidence on achievements.

Support for Apt Partners and Stakeholders

- a. Recruit new Apt partners or stakeholders on an ongoing basis as directed by the Chief Executive Officer.
- b. Induct and support new Apt partners, ensuring they understand our aims and how their skills and experience can contribute to the project's success.
- c. Support the SUSE Experience Network and support the recruitment of new members on an ongoing basis.
- d. Raise the profile of the Apt Making It Work project, ensuring its aims are understood in the voluntary, public and private sectors.

General

- a. Work flexibly, including occasional evenings and weekends to ensure the project's outcomes are achieved.
- b. Perform any such reasonable duties requested by the Chief Executive Officer which are appropriate and beneficial to the project.
- c. Adhere to SUSE's Health and Safety Policy and relevant guidelines and legislation.

Equal Opportunities

SUSE is committed to the active promotion of Equal Opportunities as an employer, and to the advancement of opportunities for disabled people. Hence it requires its staff to understand and demonstrate a commitment to Equal Opportunities. This includes all project activities and work with stakeholders.

Annual Leave

The annual leave year runs from 31st March to 1st April each year. SUSE staff have annual leave entitlements of 25 days per annum and 10 public holidays (pro rata for part time posts).

Pension

SUSE offers staff a contributory pension scheme.

Person Specification

Role: Apt Project Co-Ordinator

Essential

- Educated to degree level or equivalent through experience.
- Experience of project delivery and achieving KPIs.
- Experience of developing effective partnerships.
- Evidence of negotiating and influencing skills.
- Experience of delivering agreed tasks to set deadlines.
- Knowledge of stakeholder engagement and the ability to communicate with diverse audiences.
- Knowledge of the employability sector.
- Experience of gathering data and reporting to diverse stakeholders.
- Ability to manage a diverse workload, use initiative and problem solve.
- Strong communicator, with excellent written and oral communication skills.
- Presentation skills.
- Good IT skills in word processing, email, internet and PowerPoint.

Desirable

- Experience of working with disabled people or other vulnerable groups.
- Previous employment in a relevant sector particularly employability, welfare to work and disability.
- Experience of marketing or promotion.
- Knowledge of relevant equality legislation and its application in the workplace
- Knowledge of employability policy and developments in Scotland.
- Ability to develop creative, engaging and informative digital content.
- Knowledge of accessible communication principles.