workingrite

Catchpell House
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Edinburgh EH6 6SP

0131 553 9395

27th February 2019

Dear Applicant

Thank you for your interest in the position of WorkingRite Project Coordinator for our new project in Glasgow.

Please find below:

- Job Description
- Person Specification

If the Application Form and Equal Opportunities Monitoring Form are not also enclosed, please visit our website to download them:

http://workingrite.co.uk/join-us/current-jobs/

The successful candidate will be required to undertake a basic Disclosure Scotland Check. All Applications should be returned to WorkingRite by email to recruit@workingrite.co.uk.

If you are unable to submit an electronic application, hard copies can be sent to the address above.

The closing date for applications is **12.00 noon on Monday, 18th March 2019.** Interviews will take place on week commencing **25th March 2019.**

This post will be based from the offices of WorkingRite in Glasgow. Travel and use of own car is essential.

If you would like further information on the post, please email questions to scott@workingrite.co.uk

We look forward to receiving your completed application

Yours faithfully,

Sandy Campbell
Founder
WorkingRite

JOB DESCRIPTION

JOB DETAILS

Job Title:	Salary:
Project Co-ordinator	c. £25,500 pro-rata Full-time (37 ½ hours per week)
Reporting to: National Operations Manager	**Contract term:** From 1st April 2019 until 31st March 2020 (possible extension subject to funding)
Location: Glasgow city	**Date:** February 2019

Context / Job Purpose

To deliver a work experience and mentoring project for young people referred from various sources in the City of Glasgow.

Role Summary:

Based remotely for the most part but with access to office facilities at WorkingRite offices in Glasgow, and traveling throughout the locality, you will implement, develop, and manage the operational and contractual activity of the WorkingRite Project in line with the organisational objectives and financial targets of WorkingRite. You will be supervised and line managed by the WorkingRite National Operations Manager.

Key Responsibilities:

The post holder will be responsible for:

1. Liaising with local colleagues and partners to identify and engage with young people who will benefit from the WorkingRite programme.

2. Identifying and engaging with local employers who are willing to provide mentored and supported work placements.

3. Appropriately matching young people to a suitable employer - to meet the needs of both the young person and the employer.

4. Ensuring all placements meet necessary requirements and safeguards in terms of insurance, liability, employment law, health and safety as directed by contract rules and WorkingRite.

5. Delivery and assessment of accredited training both during the programme's induction period and during the workplace placement.

6. Monitoring the progression of all placements and providing support to produce a positive introduction-to-work experience for the young people.

7. Responding to and resolving any problems with the placements that may occur.

8. Supporting the young people with any training needs relevant to their progression into full time employment and/or apprenticeships

9. Establishing and managing comprehensive records to meet the requirements of the funders and good practice.

10. Completing contractual and accredited body compliance forms to a standard required by WorkingRite.

11. Monitoring and administering the project's budget and ongoing expenditure - particularly in terms of trainee payments, tools and protective clothing, for each placement.

12. Promoting the project to prospective employers, partner organisations and appropriate agencies and producing promotional material and reports as required.

13. Preparing and presenting monitoring reports for WorkingRite and to the funding partners at regular intervals.

14. Maintaining an awareness of current Health and Safety Policy and taking responsibility for your own safety and the safety of other members of staff who may be affected by your acts or omissions at work.

15. Ensuring the maintenance of confidentiality as required by company policy and the Data Protection Act.

16. Affording equal opportunity and access to all users of the services and those involved in its delivery in accordance with the Equalities policy.

17. Undertaking training as necessary to maintain high quality standards of work.

18. Undertaking any other duties as directed by WorkingRite.

<div align="center">**PERSON SPECIFICATION**</div>

KNOWLEDGE, SKILLS, QUALIFICATIONS, COMPETENCIES

You will be empathetic, motivated and capable of delivering practical training and support to young people to launch them into a working adult future. You will be persuasive and capable of promoting and marketing the project to local businesses and other relevant agencies.

Essential

- Ability to self-start and successfully self-manage a project unsupervised

- Experience and evidence of supporting and developing young people with challenges

- Knowledge and understanding of employers, in particular small-scale contractors and businesses, and the ability to communicate with them at a professional level

- Ability to competently manage information and data using Microsoft Excel computer software

- Knowledge of Health and Safety at work legislation, policies and procedures

- Excellent personal communication skills, including the ability to promote and sell the WorkingRite model; through networks both existing and created

- Ability to deliver against targets with minimal supervision

Desirable

- Full driving licence and use of own car

- Experience of adding creative ideas to an organisation

- Experience of delivering training in both formal and non-formal environments

- Knowledge and experience of the small business sector

- Volunteer activity with young people

- Experience of working with young people with multiple and varied challenges and barriers

- Mentoring and coaching experience

- Experience/knowledge of employment standards and regulations

- Experience or understanding of Salesforce or other Client Management Systems