

## Job Description

# Vocational Training Coordinator, Cyrenians (FareShare)

**This is a new post, fixed term contract for 12 months**

For 50 years, Cyrenians (a Scottish Charitable Incorporated Organisation (SCIO), registered charity number SC011052) has served those on the edge; working with the homeless and vulnerable to transform their lives.

Our Vision is an inclusive society in which we all have the opportunities to live valued and fulfilled lives. We work to make that vision a reality through our Mission to support people excluded from family, home, work or community on their life journey.

We aim to offer consistently excellent service across all locations and in all our activities. Our way of working is built on our four core values:

**Compassion:** We believe that everyone should have the chance to change, no matter how long that might take.

**Respect:** We believe in tolerance, acceptance, valuing diversity and treating each other as equals.

**Integrity:** We are committed to the highest quality of work, grounded in honesty, generosity, sincerity and professionalism.

**Innovation:** We are willing to take risks, challenge convention and be very creative in our search for new ways of working, in particular by taking account of the environmental impact of our decisions.

---

## 1 General

---

FareShare is the UK's largest charity fighting hunger and food waste. Through their redistribution centres in Aberdeen, Dundee, Glasgow and Edinburgh they redistribute surplus food to frontline charities and community groups.

Cyrenians runs the Edinburgh FareShare operation from our Good Food depot in Leith - this covers Central and South East Scotland.

Increasing employability is recognised as a key route out of social and economic exclusion. Therefore, Cyrenians sees employability as an integral part of developing a sustained solution to homelessness and helping people overcome poverty and extreme disadvantage. Increased strain on the jobs market coupled with impending changes to welfare benefits means it is more crucial than ever that we equip our service users by providing good quality opportunities to gain formal qualifications.

Many of the people we work with have had poor educational experiences and attainment, and may face additional barriers in accessing employment such as lack of basic education and the limitations of the benefit system. Our response to this has been to incorporate learning opportunities into our existing provision, providing a more accessible step towards employment.

We have recently secured funding from the Morrisons Foundation, initially for a period of 1 year, to develop and implement an Employability Programme based in Cyrenians FareShare Depot incorporating vocational training within the live working environment of a food distribution warehouse.

The new post will take the lead on setting up and developing the bespoke Cyrenians FareShare Employability Programme which will ensure opportunities are created for the most disadvantaged.

---

## **2 Tasks and Responsibilities**

---

Role Purpose:

To develop a bespoke SQA accredited Employability Fund Training Programme offering those that are furthest from the employment market a formal qualification to enable them back into positive destinations.

Main duties:

- To develop and deliver an accredited Employability Fund training programme
- Embed systems for the delivery of qualifications so the role becomes self-funding and sustainable
- To ensure all documentation and records relating to SVQ are maintained according to the SQA and SVQ Centre's requirements, collect accurate information about the achievement of modules and enter outcomes into the appropriate SVQ Database
- Working alongside trainees and volunteers to help support them into further education, volunteering, training and/or employment
- Monitoring, evaluating and recording positive outcomes for individuals
- Effective networking with a range of statutory and voluntary agencies, increasing the project profile to access greater funding and provide more opportunities
- Establish effective relationships and develop links with a variety of organisations, in order to promote the programme and encourage referrals
- Develop, prepare and deliver training sessions on a variety of employability topics to groups of trainees and volunteers
- Provide ongoing 1-2-1 support to trainees as each participant progresses through the programme
- Complete relevant assessments and reviews of individual needs
- Participate in the recruitment, training and support of trainees and volunteers
- Undertake any other duties or tasks which may be reasonably considered within the remit of the post.

Additional duties:

- To adhere to all Cyrenians policies and procedures; in particular to adhere to and promote good practice regarding i) volunteers ii) confidentiality and data protection; iii) all aspects of Health & Safety; and iv) equality of opportunity.
- Promote the work of Cyrenians, conveying a caring, professional image to all service users and stakeholders.
- Be flexible to fulfil the requirements of this position.
- Be willing to cover for colleagues where appropriate, and be resourceful in engaging the help of others when required.

### 3 Person Specification

<b>Knowledge and Experience</b>	
Experience of community engagement with third party stakeholders in building good working relations	Essential
Self-motivated with excellent organisational skills	Essential
Good interpersonal skills and the ability to engage with people to empower them to build their skills and confidence	Essential
Knowledge of the issues around Food Poverty/Insecurity	Desirable
Experience of warehousing	Essential
Experience of food projects	Desirable
Proven ability to work autonomously and to meet deadlines	Essential
Excellent written and verbal communication skills	Essential
The ability to manage effective administration systems that demonstrate effectiveness and ensure accountability for all activity.	Essential
Excellent IT skills	Essential
Experience of recruiting, assessing and supporting SVQ candidates up to level three	Essential
Experience of Internal Verification - If not gained already, a commitment to achieve Internal Verifier Qualification i.e. D34 / V1 / L&D911	Desirable Essential
<b>Initiative</b>	
Work under minimal supervision, meeting deadlines whilst supporting candidates as a priority.	Essential
<b>Qualifications and training</b>	
Internal Verifier Qualification i.e. D34 / V1 / L&D911	Desirable
Assessment Qualification i.e. D32/D33/A1/L&D9D1	Essential
<b>Values and Attributes</b>	
Conscientious, practical, committed and hard working	Essential
Dynamic, enthusiastic and engages well with people	Essential
Good team player but able to work on own initiative	Essential
Positive and creative approach to problem solving	Essential
Ability to deliver to set timescales	Essential
Patient and respectful of all people, whatever their background or presenting behaviour	Essential
Committed to learning and developing new knowledge and skills	Essential
Able to cope with stress and be supportive of colleagues going through change	Essential
Ability to work autonomously within charity's systems and ethos	Essential
Willing to be flexible to fulfil the requirements of the role	Essential

---

## 4 Terms & Conditions

---

Employer:	Cyrenians
Accountability:	Cyrenian Board of Trustees (via the Chief Executive of Cyrenians)
Line Manager:	Cyrenians Fareshare Service Manager
Reporting:	Report against work plan at regular support and supervision meetings
Liaison with:	Enterprise managers, staff and volunteers; Other Cyrenians staff; external stake holders incl. Fareshare
Workplace:	Edinburgh-based: Jane Street, Leith
Working Hours:	Part time – 20 hours per week
Annual Leave:	25 days plus 10 public holidays (pro rata)
Salary:	£23,721 (pro rata) – salary scale point 24. This equates to a pro-rata salary of £12,822 for a 20 hour week.
Pension:	Auto enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 3% employee and 2% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%) Employer contributions to the Group Stakeholder Pension Scheme of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%).
Disclosure:	PVG membership is required
Duration:	This post is initially funded for a 12 month period

---

## 5 Application Deadline and Interview Dates

---

<u>Closing date:</u>	12 noon on Monday 20 <sup>th</sup> January 2020
<u>Interview date:</u>	Week commencing 27 <sup>th</sup> January 2020
<u>Stage 2 date:</u>	Week commencing 3 <sup>rd</sup> February 2020

Please refer to our Recruitment Information PDF for further guidance on completing and submitting your application form. Further information [www.cyrenians.scot](http://www.cyrenians.scot)