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**Job Description**

**TITLE: Employment Advocacy Worker (funded by Young Start)**

**STARTING SALARY:** **£26,798 (pro rata 3 to 4 days per week)**

**DURATION: Fixed Term post until March 2022**

**RESPONSIBLE TO: Deputy Chief Executive, Capital City Partnership**

**ORGANISATION DETAILS**

[Capital City Partnership](https://capitalcitypartnership.co.uk/) (CCP) is an arm’s length company of the City of Edinburgh Council and is tasked with the operational development, management and support of local and regional employability and poverty reduction measures.

It takes a flexible approach to changing economic conditions, needs and opportunities but its core functions comprise.

* The management of all employability related grants and contracts awarded to external providers by the council and other key partners
* The management of assessment processes related to bids received for such grants and contracts and making recommendations for funding
* The provision of policy advice, research, and development support (including secretariat functions) to the city’s Jobs Strategy Partnership and partners
* The development and maintenance of common communications and management information infrastructure for the Jobs Strategy Partnership
* Development and support of the Joined Up for Jobs network and the Joined Up for Business partnership
* Increasingly, provision of support to the Edinburgh and South East Scotland City Region Deal skills programme

**JOB PURPOSE**

This post is funded by the Community Fund at the National Lottery to support a new project called Get Hired. Get Hired has developed from our partnership project, [Maximise!,](https://maximise.site/) which works with schools and teachers and local community workers to identify vulnerable families who need additional support to increase the income in the family to prevent social isolation and poverty.

Get Hired will directly engage with 20 of the most disadvantaged and prioritised young people in Edinburgh, often those who are care experienced, whose families are engaged with Maximise and are at high risk of long-term unemployment and skills gaps as a direct result of economic and systematic failure accelerated by Covid-19.

The Employment Advocacy Worker will offer an intensive intervention of deep-rooted support and upskilling, building trust and tapping into our other services within our [Joined up for Jobs](https://www.joinedupforjobs.org/) network for wider support and opportunities. Youth employment offers are often unreachable and unobtainable to this prioritised group. We view this as a response that will prevent poverty and reduce the likelihood of a ‘lost generation’ post Covid.

As part of this project, the successful applicant will also manage a small support fund budget where £500 is available to each young person to remove barriers and support personal development.

**KNOWLEDGE AND SKILLS REQUIRED**

Essential

* Two years minimum recent experience of direct work with young people in a variety of settings and of supporting young people and their families in partnership with them, their networks and other workers
* Experience of working with vulnerable or marginalised groups such as disadvantaged SIMD community settings and understanding the challenges residents often face.
* Ability to demonstrate an appropriate level of relationship building to bring together young people for activities and peer to peer support.
* Understanding of the Edinburgh employability network, including the Joined up for Jobs network of employability projects.
* Ability to further develop a network of contacts and relationships to work effectively within a cross-partnership setting.
* Confident in working in a COVID virtual setting if required, including use of Microsoft Teams and webinars and other software options.
* Ability to manage a small budget of £10,000 for client support, including budget tracking and reconciliation.
* Meticulous approach to record keeping and recording of information.
* Confident in the use of a wide range of software packages, including MS Office.
* This role is regulated work and a PVG will be required

Desirable

* Experienced in developing marketing materials to promote and engage effectively with related audiences.
* Excellent presentation, verbal, and written communication skills, including report writing.
* Experience of website and/or MIS systems development.
* Understanding of the emerging No One Left Behind framework and Fair Work agenda.
* Understanding of issues and pressures facing those who are care experienced.

**EMPLOYEE BENEFITS**

Your workplace will be The Capital City Partnership Offices at 165a Leith Walk Edinburgh *or working from home if COVID restrictions apply.*

The Capital City Partnership operates a 5-day, 35 ¾ hour working week.

Some evening and weekend work may be required, and the Capital City Partnership operates a flexitime and TOIL system.

Payment of the annual salary is by twelve monthly instalments. This is subject to appropriate deductions for National Insurance, Income Tax and Superannuation. Any broken period at the beginning or end of your service will be paid pro-rata. Payment will be made towards the end of each month by direct credit transfer to your bank or building society.

The paid leave entitlement is 25 days annual leave, 6 days floating and 4 fixed public holidays. Annual leave increases by one day per year of service to a maximum of 30 days. The Capital City Partnership’s leave year runs from 1st April to 31st March.

Under statute you are required to make provision for a pension. As an employee of the Capital City Partnership, you are eligible to participate in the CCP pensions scheme, which is a contributory scheme, members being automatically contracted out of the State Earnings Related Pension Scheme.

Please note that conditions of service at the Capital City Partnership are modelled on those applicable currently in the City of Edinburgh Council and any subsequent amendments, subject to the practicality of their implementation in a small organisation.

Any procedures that have been agreed are in the CCP staff handbook.

As of 1st May 2004, it is a requirement of the Asylum and Immigration Act 1996 that employers verify authenticity of specific documentation relating to an individual’s identity and UK residency status.