Position: Senior Training & Employability Project Worker, Space Training Academy

Responsible to: Learning and Wellbeing Manager

**Purpose of the Job**

* To design, deliver and develop Space Training Academy (STA) training opportunities & employability projects, with the Learning & Wellbeing Manager, including developing digital/online learning tools & resources, to support trainees to move into, or closer to, sustainable paid employment
* To gather insight that will inform the development of training opportunities, including understanding what STA trainees need, the employability landscape, current services in South West Edinburgh, and our network of 3rd sector organisations and what they provide
* To support the Learning & Wellbeing Manager to liaise with the local community, businesses, third sector & statutory partners to raise the profile of STA
* To record and administrate all training and interactions into our Project database, Caselink, as well as maintaining our paper and online filing system

\*Trainees include parents, adults, young people aged 16-25, people with mental health and/or learning disabilities, and those with caring responsibilities

**Providing a training service**

* Plan & deliver training programmes for diverse client groups including; adults, parents, young people age 16-25, people of all ages with mental health difficulties and learning disabilities
* Deliver training, or sourcing appropriate training providers or freelancers to provide training sessions that are in line with trainee Learning & Wellbeing Plans
* Create sector based offerings, which may include sectors like digital, social care, and hospitality/catering, or sectors that respond to trainee needs and the employment landscape in South West Edinburgh
* Create a suite of online training opportunities and training resources, by working with our partners or freelance trainers, to support the STA and its trainees, including creating videos & employability toolkits
* Oversee each trainee’s training plan, setting goals, monitoring progress, ensuring goals are met
* Understand, contribute to and support trainee and local people’s involvement in the ongoing delivery and development of the service, and incorporate a co-design element to enable wider access

**Community & employer engagement & partnership work**

* Develop and manage a local Employer Engagement Strategy to ensure high quality learning or job opportunities for all STA trainees, including job vacancies
* Partnership working to get a thorough sense of opportunities in the South West, to cultivate relationships with a view to securing opportunities for STA trainees, and to develop/sustain effective partnerships with local groups & services
* Using the South West Slack, Go Beyond, for community organisations, plus attending occasional community & locality meetings, in order to share and receive information in the community
* Adopt a flexible approach to meeting the changing needs of people as well as the community
* To develop an employer engagement strategy to gain insight into what employers and sectors are recruiting, and forming relationships with key people & organisations in order to secure training and development opportunities, or to hear about vacancies that come up

**Administration and database management**

* Day to day administration, including working with our paper/online filing system
* Updating our project database, Caselink, to ensure that data is entered, accurate and up-to-date, in line with funder guidelines
* Day to day administration and record keeping including application and registration forms, attendance records and risk assessment, ensuring quality, accuracy, validity and timely completion

**Monitoring impact & reports**

* Develop, with the Learning & Wellbeing Manager, monitoring systems to evaluate STA projects, and produce progress reports for funders to evidence targets and outcomes
* Work to achieve targets as laid out in funding agreements
* Ensure our services are contributing to the Business Plan and core objectives
* Prepare statistical information and contribute to the writing of reports, with the Learning and Wellbeing Manager, to be presented to Funders, Chief Executive and Board of Trustees
* With the Learning & Wellbeing Manager, to further develop and test operational process and procedures which are both efficient and effective

**Team work**

* Effectively communicate, engage and inspire staff across the projects, and foster collaboration and team work throughout the organisation, including involvement in team meetings & staff meetings as required
* Undertake activities that will allow Space to respond to opportunities that arise from additional funding, service trials or pilots and other innovative projects
* To work as part of the wider team to ensure services are delivered effectively, including stakeholders to ensure the organisation’s remit is carried out with regard to statutory commitments and best practice
* To fulfil organisational requirements in relation to receiving training and practice development, and to develop individual and team skills
* Work to legislative, ethical, policy and procedural requirements, adhering to Space’s policies & procedures, including best practice on Safeguarding and Protection of Children and Vulnerable Adults, HR, Health and Safety & Operational, and participate in all policies being reviewed and updated
* Undertake relevant Continuing Professional Development and interest in the latest relevant literature
* Use communication systems to good effect including email/pigeonholes/meetings/notice boards
* Team work including taking part in the induction of staff and supporting other team members including offering constructive challenge where appropriate
* Understand fully the requirement for confidentiality in your work, balanced with data sharing with suppliers, stakeholders and others, being aware of GDPR.
* Care for the work environment to promote effective working
* Liaise with other voluntary, statutory workers and stakeholders as required
* To carry out any other duties as may reasonably be required by the Learning & Wellbeing Manager and Chief Executive to ensure the efficient running of STA

**Line Management, Support & Supervision**

* Undertake support & supervision, and planning meetings with the Learning & Wellbeing Manager, reporting on a weekly basis
* Supporting the Learning & Wellbeing Manager to oversee and provide day-to-day support to other STA staff members

**Behaviours**

All staff are expected to:

* Nurture a culture of kindness through upholding and working towards our values – welcoming, fun, creative, bold and trustworthy.
* Be a role model for staff and stakeholders, showing optimistic, determined and positive leadership that will support our organisational aims and outcomes.
* Adopt a flexible leadership style with the ability to challenge as appropriate and able to give and receive constructive feedback.
* Embed a coaching culture within your areas of responsibility that upholds the values of the organisation.
* Continuously monitor your area of responsibility and identify areas for improvement and organisational learning.