



COMMUNITY ENTERPRISE

Transition Employability (Youth) Officer

Recruitment Pack – Jan 2021

Our Charitable Purpose

To provide the people of Stirling with the skills and support necessary to progress through hardship towards a positive socially and economically sustainable future, with aspirational and motivated individuals.

Closing Date: Midnight Sunday 31st January 2021
All applications must be submitted by email to
john@stirlingcommunityenterprise.co.uk

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Guarantee, Company No SC303300.

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*Read this document in conjunction with forms:

- SCE Application Form JAN 2021
- SCE Equal Opportunities form JAN 2021

Welcome

Thank you for your interest in the role of Transition Employability (Youth) Officer with Stirling Community Enterprise (SCE). This recruitment pack and accompanying application and equality and diversity forms provide you with all relevant information relating to the post and details of the application and interview process. We hope that you find this useful and look forward to receiving your application.

This is an exciting opportunity for a passionate and experienced individual who has a proven track record of supporting Young People to achieve their ambitions.

About Us

SCE is an established training, support and employability Social Enterprise which works throughout the Stirling Council area, and beyond, empowering those experiencing barriers to employment to achieve their potential.

Working in close partnership with Stirling Council and a range of public, private and third sector organisations, we pride ourselves upon providing a person-centred approach, guided by the needs of the individual and grounded on a relationship of trust. Support offered to those accessing our services includes 121 mentoring, disclosure support, employability skills and work experience as well as both nationally recognised, accredited and in-house, qualifications and sector specific training across a range of industries.

SCE have received funding from Stirling Council to support and meet the objectives of the Scottish Government's The Young Person's Guarantee (YPG), which aims to give all young people in Scotland the chance to succeed despite the economic impacts of coronavirus.

The initial report, *Delivering the Youth Guarantee from Sandy Begbie* sets out the ambition to *"guarantee to every young person aged between 16 and 24 in Scotland the opportunity, based on their own personal circumstances and ambitions, of going to university or college, an apprenticeship programme, training, fair employment including work experience, or participating in a formal volunteering programme."*

About the Role

In partnership with Stirling Council and the Key Employability Partners in the Stirling Council area, you will provide employability support to Young People, aged 16 to 24, who face multiple barriers to employment, at key transition points to assist them to achieve their ambitions.

About You

As an experienced individual with a good working knowledge of the employability and training sectors you will have recent experience of building strong working relationship with Young People. You will have the ability to develop partnerships with key employability and support agencies.

You will have demonstrable organisational and decision-making skills. As a confident communicator you will be proficient in tailoring your communication style to meet the needs of your audience and that of the organisation.

Job Description

This job description may be amended from time to time dependent on job requirements and Service provision.

Section A

Post Title: Transition Employability (Youth) Officer
Location: 146 Drip Road, Raploch, Stirling FK8 1RW
Reports to post (Title): Training, Support & Development Manager
Service: Stirling Community Enterprise LTD (SCE)
Date: 22 December 2020

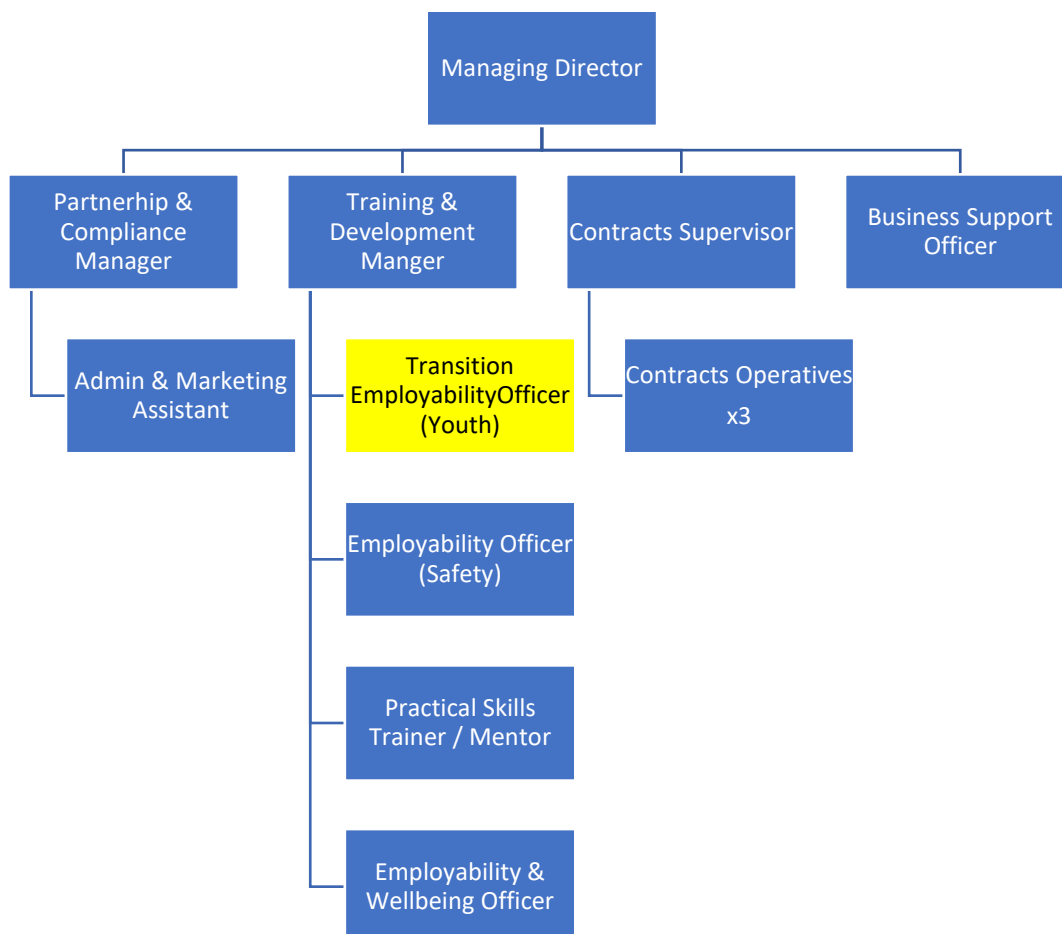
Grading Section

Eval Ref.
Grade 8.3 - £29,286
Date. January 2021

Section B

ORGANISATIONAL RELATIONSHIP and EMPLOYEE RESPONSIBILITY

This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. Also described is responsibility for employees, (if any).



Section C

PRINCIPAL PURPOSE and OBJECTIVES

This section lists the main (headline) responsibilities / accountabilities of the job.

To work with the SCE Training and Support Team and key partners to provide employability support to Young People from the Stirling Council area, aged 16 to 24, who face multiple barriers to employment, at key transition points to assist them to achieve their ambitions. This will meet the overall objectives of the delivery of Young Person's Guarantee (YPG) provision, which aims to give all young people in Scotland the chance to succeed despite the economic impacts of coronavirus.

Section D

MAIN DUTIES and RESPONSIBILITIES

This section provides detail of the main responsibilities / accountabilities. Individual tasks may be included. Note, these are illustrative only and are not exhaustive.

The post holder will be responsible

- Build rapport and establish trust with the Young Person, who may often have very challenging backgrounds, to support the Young Person at all stages of their Employability journey, acting as a 1st point of contact.
- Young people may include offenders, ex-offenders, those with alcohol or drugs issues and school pupils who are not engaging with mainstream education.
- Supervise, motivate and mentor the Young Person, in setting individual goals and putting in place realistic timescales and action plans to be achieved, undertake reviews, act as honest broker
- Provide Employability Support to the Young Person at key transition points, such as from school to vocational training provision and into further education, work experience of employment.
- Develop and nurture links/partnership with operational colleagues in referral agencies and community groups
- Link with the wider SCE Team and External Provision including Health & Wellbeing Support to meet the requirements of the Young Person
- Working alongside partner agencies to identify employment opportunities for the Young Person to access Outcomes (Employment; College; Volunteering; Health & Wellbeing Provision); Warm Handover
- After Care Support (up to 52 weeks) including establishing relationships with employers with the aim of negotiating employment opportunities/placement/tasters for the Young Person, whilst raising the profile of the work of SCE, and the training that is undertaken within this environment. Continue to liaise with each Young Person and employer post-employment to monitor progress and outcomes.
- Regularly monitor objectives, gather evidence and report against performance targets set by the SCE Management Team.
- Represent the company at and / or contribute to appropriate external meetings and working groups and take forward any actions
- Maintain all relevant records to meet company, funding, accrediting body, audit and other requirements, including, Scottish Qualifications Authority, Skills Development Scotland.
- Keep abreast of national and local initiatives and requirements
- Any other duties as may be considered appropriate for this post.

Section E

RESPONSIBILITY for PHYSICAL ASSETS, DATA and FINANCE

This section details responsibility for **physical assets**, e.g. vehicles, buildings, stock control / procurement, **data**, e.g. computers, record keeping, **finance** e.g. budget holding / monitoring / cash handling.

- Maintain all relevant records to meet company, funding, accrediting body, audit and other requirements, including, Scottish Qualifications Authority, Skills Development Scotland.
- Keyholder for the SCE building.

Section F

COMMUNICATIONS SKILLS

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact, and explains the nature of the communication and level of skill required by the postholder.

This role requires a high level of communication skills including verbal, written and digital literacy. It also requires the ability to develop partnership working with the following contacts.

Internal: SCE Training and Support Team, Senior Management Team, and other SCE staff.. Providing support and guidance to Young People, from the local community who may come from challenging social backgrounds.

External: Including but not limited to - Stirling Council, Community Planning Partners, Forth Valley College, Skills Development Scotland, Scottish Qualification Authority, Scottish Prison Services, Local employers, Forth Valley Developing Young Work Force Team, Stirling Voluntary Enterprise, Community Groups, Department of Work and Pensions (DWP), and related organisations.

Section G

MENTAL SKILLS

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

- Excellent partnership, negotiation, and confident decision-making skills.
- Able to develop strong working relationship with the Young Person, including gaining their trust to support them at all stages of Employability Journey
- Ability to work as a team member while still delivering individual outcomes.
- Flexible to sacrifice individual progression for the overall benefit of the team.
- Strong technical competence and up to date knowledge of trends and practices in the field of training and wellbeing.

- Principles of confidentiality, equal opportunities and non-discriminatory practice at all times.

Section H

WORKING ENVIRONMENT and PHYSICAL EFFORT

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions, plus any specific physical effort. Any need for out of hours working will be noted.

The post will be office-based working at a desk in an open plan office with the option to work from home when practical and in line with management and output requirements.

- Work the necessary times and hours that are required to deliver the project.
- Be able to demonstrate job commitment – essential.
- To work individually or as part of a team to meet tight deadlines.
- To be knowledgeable of all health and safety responsibilities and to apply these to oneself and others.
- Willing to travel throughout the Stirling Council area and beyond as required to complete the duties of the role.

Section I

KNOWLEDGE and SKILLS

This section details the knowledge and skills including any qualifications, specific training or experience required.

Essential Criteria:

- Significant experience of working with and supporting Young People, who face multiple barriers to employment, at key transition points to assist them to achieve their ambitions and to achieve their employability goals.
- Ability to communicate politely, articulately and confidently both verbally and in writing with a wide range of people from the most senior person in an organisation to young people from challenging social backgrounds.
- Adept in developing support programmes and materials with excellent project management, evaluation and reporting skills.
- Solutions focused with good organisational, administration and problem-solving skills.
- Flexibility to undertake a variety of specialised tasks and a desire to learn and develop skills beyond those which he/she initially brings to the post.

Desired Criteria:

- Experience of working and developing relationships with local employability, training and support providers.

SUMMARY OF MAIN TERMS AND CONDITIONS

Type of contract	Full Time, Initial 1yr fixed term with option to extend.
Grade and salary	Grade 8.3 - £29,286 New entrants will normally commence on the first spinal point (dependant on qualification and experience). Salary spinal point increment is applicable every 2 years until the top of the scale is reached. Inflationary increases are also applicable each April.
Hours of work	Full-time hours 35 hours per week. We also offer flexible working opportunities.
Office location	Drip Road, Stirling FK8 1RW
Pension scheme	All employees are automatically enrolled in the Peoples Pension scheme. Contributions are made by both the employee (4%) and employer (3%).
Annual leave	Leave entitlements start at 29 days per annum and increase in line with length of service. In addition to this, we also have 7 fixed public holidays when our offices close.
Business travel	Mileage rates are £0.45 per mile up to 10,000 miles and £0.25 per mile thereafter in a rolling year from 1 April to 31 March. Public transport for business will be reimbursed through expenses.
Other benefits	<ul style="list-style-type: none"> ▪ Staff development and training provision ▪ Cycle to work scheme ▪ Staff reduced gym membership ▪ Occupational health services

RECRUITMENT AND HOW TO APPLY

The SCE recruitment team will coordinate candidate communications including application confirmation and the scheduling of each stage of the recruitment and selection process.

Recruitment stage	Timescale
Advert Opens	8 th January 2021
Closing Date	Midnight Sunday 31st January 2021
Proposed Interview Date	w/c 8 th February 2021

How to apply

Please refer to the Job Description and Person Specification included in this pack for further details about the role. Please demonstrate in the application form how you meet the requirements of the role.

To apply for this post please submit the following:

- A completed application form to john@stirlingcommunityenterprise.co.uk quoting 'YPG Application' as the email subject.
 - Cover letters will not be considered as part of the application process.
 - Due to remote working during COVID postal applications can not be received.
 - Applications received after the closing date will be deleted and not considered.
- A completed Equality Monitoring form. This section of your application will not be made available to anyone responsible for shortlisting and interviewing for the post.

If you are successful at the shortlisting stage, we will invite you to a selection and interview session via Microsoft Teams.

You will be required to supply a copy of the following.

- A valid Passport or other evidence of your right to work in the UK (See note1 below).
- Three types of proof of ID (one being photographic). This will be checked and copied by the interview and selection panel. If you are successful, this will be used for a PVG / Disclosure Scotland check. If you are unsuccessful, your documentation will be confidentially shredded.

Special requirements for interview and selection days

Where appropriate, we will discuss any reasonable adjustments to the recruitment process to ensure that no candidate is disadvantaged as a result of a disability or any other health condition. If you require any special arrangements for your participation in a selection event, please indicate this prior to interview.

After the interview and selection day

We will contact you as soon as possible to let you know the outcome of the interview and selection process.

If you are successful and you accept a position with us, we will apply for your references and ask that you complete a pre-placement Disclosure Scotland/PVG check.

As soon as the pre-employment checks are complete, we will discuss a suitable start date with you and provide you with a contract of employment and a starter pack.

Note 1 - Evidence of right to work in UK (for guidance only)

All Employers have a legal obligation to confirm the identity of the individuals they are actively recruiting and their right to work in the UK, in order to comply with the requirements of the Immigration, Asylum, and Nationality Act 2006 (as amended Feb 2008).

Please provide either one document from list or two of the documents from List 2.

List 1

Any **one** of the documents listed below will provide the necessary evidence of the right to work in the UK.

- A passport showing that the holder is a British citizen, or has the right of abode in the United Kingdom.
- A document showing that the holder is a national of a European Economic Area country* or Switzerland. This must be a national passport or national identity card.
- A residence permit issued by the United Kingdom to a national from the European Economic Area country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work the employer is offering if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

List 2

Two of the documents in the combinations listed below will provide evidence of the right to work in the UK.

First Combination

- A document giving a person's permanent National Insurance number and name. This could be a: P45, P60, National Insurance card, or a letter from a Government agency

AND one of the following documents:

- A full birth certificate issued in the United Kingdom, which includes the names of the holder's parents or
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland or
- A certificate of registration or naturalisation stating that the holder is a British citizen or
- A letter issued by the Home Office which indicates that the person named in it can stay indefinitely in the United Kingdom or has no time limit on their stay or
- An Immigration Status Document issued by the Home Office with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom or has no time limit on their stay or
- A letter issued by the Home Office which indicates that the person named in it can stay in the United Kingdom; and this allows them to do the type of work that the employer is offering or
- An Immigration Status Document issued by the Home Office with an endorsement indicating that the person named in it can stay in the United Kingdom; and this allows them to do the type of work that the employer is offering.

Second combination

- A work permit or other approval to take employment that has been issued by Work Permits UK

AND one of the following documents:

- A passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question or
- A letter issued by the Home Office confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.

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