

Falkirk Employability Service

Employability Trainer (casual work)

Role Description

Cyrenians Employability Service in Falkirk supports people to gain the skills and experience to move towards employment, further education, training or volunteering.

We support clients to overcome the barriers that have prevented them from moving forward, and empower them to make informed decisions and grow in confidence/self-esteem.

As part of the workshops/sessions we offer SQA units that incorporate personal development and accredited core skills qualifications.

We deliver on behalf of Employability Training Unit (ETU) and workshops are delivered in blocks of 4 to 8 weeks (usually 8) and consist of a half-day session each week.

You will work as part of a team and the specific responsibility for this sessional role is:

- Facilitate the delivery of Fair Start workshops – virtual or face to face
- Update materials for use in individual programmes.
- Deliver programmes in a professional manner appropriate to client' needs.
- Support individuals to engage in programmes to reach their full potential.
- Review & Evaluate programme plans on a weekly basis.

Main Tasks and Responsibilities

Delivery and coordination of training:

To ensure that all participants complete the Fair Start workshops

- Facilitating delivery of the workshops – virtually or face to face
- Communicate any delivery ideas, client concerns, clients learning styles and needs effectively with trainers and co facilitate when required
- Completing ETU weekly updates and communicating with the Employability Training Coordinator from ETU.

To ensure that all clients who participate in the employability program, achieve the required SQA units.

- Assisting the SQA Assessor to ensure all clients are fully inducted into SQA units, requirements & processes
- Assisting the SQA Assessor to ensure that all clients are fully assessed with regards to learning needs & style
- Supporting candidates to complete worksheets for the SQA units and producing a completed evidence folder

Monitoring and Evaluation

- Ensure all clients complete an ETU and Cyrenians exit questionnaire

- Ensure trainees hours of attendance are recorded
- Ensure incident reports are completed and sent to ETU
- Ensure completion of lamplight data collection
- Ensure completion of work star data collection

Administration

- Ensure all SQA portfolios are complete for candidates by photocopying and collating all relevant paperwork
- Ensure all ETU paperwork related to the courses is completed

Communication

- Build and establish relationships with trainees and staff ensuring that all aspects of the program are fully complete.
- Ensure any concerns within the training room/virtual room or related to trainees are reported to Senior Employability worker.
- Communicate with ETU ensuring the weekly client records have been completed for each participant, recording and monitoring any progress or concerns.

4 Person Specification

Knowledge and experience	
Proven ability to work autonomously and to meet deadlines	Essential
Excellent written and verbal communication skills	Essential
The ability to manage excellent systems to demonstrate effectiveness and ensure accountability for all activity.	Essential
Excellent IT skills.	Essential
Experience of Assessing SVQ candidates at Level Two and Three	Desirable
Initiative	
Work under minimal supervision, determining own actions to deliver activities that support those accessing our services to have the opportunity to engage with accredited learning opportunities.	Essential
Manage own time and work load to meet the deadlines and achieve own goals whilst maintaining candidates as your priority	Essential
Qualifications and training	
Assessment Qualification i.e D32/D33/A1/L&D91	Desirable
Values and Attributes	
Conscientious, practical, committed and hard working	Essential
Dynamic, enthusiastic and engages well with people	Essential
Excellent planning and organisational skills	Essential
Patient and respectful of all people, whatever their background or presenting behaviour	Essential
Ability to work on own initiative	Essential

Ability to deliver to set timescales	Essential
Positive and creative approach to problem solving	Essential
Committed to learning and developing new knowledge and skills	Essential
Ability to work autonomously within charity's systems and ethos	Essential

Terms & Conditions

<u>Line Manager:</u>	Senior Employability Trainer
<u>Location:</u>	Falkirk office (remote working from home as required during pandemic)
<u>Hours:</u>	This is a casual worker role. Hours will be agreed in advance. Workshops run for 4 to 8 weeks with a half-day session per group per week.
<u>Pay:</u>	£12.53 per hour. This is made up of £10.84 per hour plus an additional £1.69 per hour to reflect any holiday entitlement (due to the variable and short term nature of this role).
<u>Disclosure:</u>	PVG membership is required.