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**Job Title:** Education and Employment Worker, Elpis’ Moving On Project

**Location:** Elpis Centre - Glasgow

**Hours of work:** 25 hours per week

**Salary Scale:** £18,746 to £20,602 pro rata

(depending on experience and qualifications)

**Context:**

Elpis Trust delivers a person-centred housing support service in Ruchill and Maryhill, Glasgow to 18 young women (aged 16 – 25 years) who have been homeless, are care leavers or unaccompanied asylum seekers. Elpis works with service users to address identified and assessed needs through agreed support plans, delivering an individually tailored service that utilises Ladders to Success, GIRFEC and SHANARRI Outcomes.

The Moving On Project is a new development to further improve long-term outcome for Elpis service users through enhancing in-house capacity in mental health, access to education and employment, and transitioning to independence. These areas were identified by young women living in Elpis as barriers to achieving personal change, and Elpis has undertaken extensive fundraising to establish the Moving On Project and three new part-time posts – of which the Education and Employment Worker is one. The other two workers – Wellbeing (Mental Health) Worker and Transitions Worker are already in post.

**Job Purpose:**

To improve employment and educational opportunities for Elpis residents, and enhance overall organizational capacity, with the aim to redress often long-term barriers that impact upon young women’s potential and life outcomes.

**Key Responsibilities:**

* To undertake an individual assessment of, and with, each Elpis service user to identify their education and employment needs and develop an appropriate plan of support and interventions in response, utilizing a variety of appropriate methods.
* To provide Elpis’ residents with tailored support to develop and further their engagement with volunteering, employment opportunities and educational providers.
* To link and liaise with employment, education, and volunteering services to develop visits, placements, awareness-raising as appropriate for Elpis’ residents.
* To assist and support Elpis’ residents in applying for, and taking up, volunteering, employment, and educational opportunities.
* To establish a supportive relationship with each service user, enabling them to maximise their own resources to improve their educational and employment potential.
* To work alongside the Elpis staff team, provide training and guidance to team members in developing the employment and educational potential of Elpis residents.
* To work closely with, and with direction from, Elpis Manager, to plan and deliver service users’ identified support needs.
* To work co-operatively as part of the Moving On team and the wider Elpis team including attending and contributing to team meetings and work in co-operation with other members of the support team, as well as colleagues from other agencies.
* To use own initiative when lone working to support service users’ complex issues, and make decisions based on current assessments of risk, following set risk assessments protocols and procedures.
* To complete and update all relevant paperwork and record-keeping including risk assessments and case notes for service users, complying with National Care Standards, SSSC Codes of Practice, GIRFEC model of outcomes (SHANARRI) to ensure person-centred service delivery and to meet service aims.
* To inform Elpis Manager or Deputy Managers of any areas of concern or significant change when delivering service user support, to ensure that appropriate risk assessment is undertaken.
* To communicate in a knowledgeable, confident and professional manner with external agencies, including colleges, work settings, careers services, social workers, carers and relatives of service users maintaining confidentiality as required. This may include email, telephone calls, letters or face-to-face meetings.
* To communicate with other team members in a respectful and supportive manner in order to promote positive teamwork and cohesion.
* To ensure service users views and wishes are central to your work and encourage a high level of service user participation.
* To actively participate in identified training, on-going supervision and performance development.
* To carry out all duties in compliance with Elpis Trust’s policies and procedures.
* To actively participate in monthly in-house support and supervision and continued professional development as appropriate.

Note: Duties will be reviewed and modified in line with needs of the service.

***Required experience and qualifications***

* At least 3 years’ experience in employability, careers, training, HR etc.
* Experience of working with clients with complex histories and vulnerabilities.
* Level 3/4 diploma in careers advice and guidance or similar.

**Knowledge, education, qualifications, competences and experience:**

**Essential:**

* Membership of the Protecting Vulnerable Groups Scheme
* At least 3 years’ experience in employability, careers, training, HR etc.
* Experience of working with clients with complex histories and vulnerabilities.
* Level 3/4 diploma in careers advice and guidance or similar.
* Understanding of the impact of inequalities and trauma on Elpis’ client group.
* Experience of engaging with, and utilising, internal and external support, and supervision, and of undertaking reflective practice.
* Awareness of relevant National Care Standards and their application to work practice.
* Understand and adhere to the Codes of Practice from Scottish Social Services Council.
* Willing to maintain and enhance own knowledge, practice and competency.

***Hours to be worked and length of contract***

* 25 hours per week to be worked flexibly.

Updated March 2021.