

## Job Description

### Key Worker – Key to Potential (part time)

**Initially funded until 31<sup>st</sup> March 2022**

For over 50 years, Cyrenians (a Scottish Charitable Incorporated Organisation (SCIO), registered charity number SC011052) has tackled the causes and consequences of homelessness. We understand that there are many routes into homelessness, and that there is no 'one size fits all' approach to supporting people towards more positive and stable futures. That's why all our work is values-led and relationships-based.

We meet people where they are, and support them towards where they want to be.

Our Vision is an inclusive society in which we all have the opportunities to live valued and fulfilled lives. We work to make that vision a reality through our Mission to support people excluded from family, home, work or community on their life journey.

We aim to offer consistently excellent service across all locations and in all our activities. Our way of working is built on our four core values:

**Compassion:** We believe that everyone should have the chance to change, no matter how long that might take.

**Respect:** We believe in tolerance, acceptance, valuing diversity and treating each other as equals.

**Integrity:** We are committed to the highest quality of work, grounded in honesty, generosity, sincerity and professionalism.

**Innovation:** We are willing to take risks, challenge convention and be very creative in our search for new ways of working, in particular by taking account of the environmental impact of our decisions.

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## 1 General

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Cyrenians has an ambitious plan to develop its services which support people gain the confidence, skills, qualifications and experience to lead a healthy working life. Working across Edinburgh our current Learning and Work projects include:

- Key to Potential
- Key to Work
- Market Led Training
- Foundations to Employment

The Key to Potential project provides holistic, person-centred support, alongside a flexible menu of development opportunities, which assist young

people transitioning from school to progress into further education, training, or secure employment.

There are two parts to this post, to be split in the following manner:

1. 14 hours of this post will enable us to expand our Key to Potential project, funded by the Robertson Trust and the Karen Napier Foundation, in response to increasing demand. Key to Potential, originally designed to support the work of the Edinburgh Guarantee - a commitment from Edinburgh Council that every school leaver, even if they have disengaged from school, should be supported towards a positive destination. Using an outreach approach, our staff provide individual key work, careers guidance and holistic support. The project will target young people identified by their school as at risk of leaving without a positive destination, likely to be struggling to engage with mainstream curriculum and have experienced disrupted attendance.
2. 7 hours of this post will contribute to Game On, a partnership initiative led by Thrive Edinburgh, Hibernian Community Foundation, the Through Care After Care Service, Cyrenians and Hibernian Football Club. Game On is a new personal skills and development programme aimed at care-experienced young people (14 – 24) and built around the attraction of football - the game and the business. The post holder will support participants to progress from the programme towards positive destinations and to realise their full potential.

Cyrenians requires all staff to be flexible in their approach and willing to help meet the aims of the charity, and those who use our services, in whatever circumstances arise. We expect all staff to display care, respect and a non-judgmental approach, being prepared to work tenaciously and imaginatively towards successful outcomes.

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## **2 Tasks and Responsibilities**

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### **Provide excellent one-to-one support to young people**

- Work alongside colleagues in schools and voluntary sector to identify and engage with young people who will most benefit from Key to Potential.
- Produce personal plans for all young people which are regularly monitored
- Provide regular and good quality key work based on Cyrenians' Key Worker Practice Model (Egan's Skilled Helper model)
- As a lone worker carry out home visits and accompany young people to meetings and appointments that will help them to move closer to employment, training or education goals set in their action plans e.g. CVs, interviews, work experience opportunities, college applications.
- Liaise with other agencies including schools 16+, Skills Development Scotland, NOLB and other post school services.

- Support young people to progress along the strategic skills pipeline by referring them on to next stage activities and opportunities.

**Source activities which will contribute to accredited qualifications, and promote personal development for young people.**

- Liaise with external training providers as required.
- Ensure activities provide appropriate opportunities for young people to learn and develop.
- Consult with young people on appropriate activities e.g. arts, culture and other personal development.

**Work with partner agencies, to ensure placements for young people accessing Key to Potential.**

- Work with young people to establish which opportunities are most appropriate and desired.
- Liaise with partners to set up and manage placements – ensuring health and safety and risk assessment regulations are adhered to.

**Work collaboratively with Game On partners to support young people to make the most of their engagement with the programme.**

- Support young people who need additional one-to-one assistance.
- In conjunction with partners, assist young people recruited to the programme to remain fully engaged and able to take up all relevant opportunities
- Encourage young people to make informed decisions about next steps and support their progression.

**Participate in all aspects of the management and monitoring of the Learning and Work service.**

- Participate in service planning meetings and reviews.
- Maintain an individual work plan which is consistent with the overall service plan.
- Participate in annual performance review and supervision sessions.
- Undertake training which is appropriate to the project’s needs.
- Comply with systems to record case notes and client contact
- Produce regular statistics and other information as required for the Leadership Team.
- Undertake other tasks as required by the Service Manager.

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### **3 Person Specification**

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<b>Knowledge and Experience</b>	
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Experience of working with marginalised young people	Essential
Experience of lone working, for example home visiting and outreach	Essential
Proven ability to work with young people who have disengaged from school/youth settings	Essential
Ability to establish good professional working relationships with a range of partners and stakeholders	Essential
Experience of working across projects and balancing the needs of both	Desirable
Experience of partnership working	Essential
Ability to maintain administrative systems	Essential
Ability to work within organisational policies	Essential
Excellent verbal communication and interpersonal skills	Essential
Qualification in Careers Guidance, Community Education or Youth Work or suitable level of experience in delivering Key Work	Desirable
Good understanding of the Scottish education system	Essential
Knowledge of employability services and projects for young people in Edinburgh	Desirable
A background in, or understanding of, mental health issues	Desirable
Driving Licence	Desirable
<b>Values and attributes</b>	
Conscientious, practical, committed and hard working	Essential
Ability to be organized and structured with work	Essential
Committed to learning and developing new knowledge and skills	Essential
Positive thinker and creative problem solver	Essential
Patient and respectful of all people, whatever their background or presenting behaviour	Essential
Able to cope with stress and be supportive of colleagues	Essential
Ability to relate to, and communicate with, young people who may feel/have felt excluded and marginalised	Essential
Flexibility and team work	Essential

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## 4 Terms & Conditions

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<u>Employer:</u>	Cyrenians
<u>Accountability:</u>	Cyrenians Board of Trustees (via the Chief Executive of Cyrenians)
<u>Line Manager:</u>	Service Manager
<u>Liaison with:</u>	Cyrenians Learning & Work Team
<u>Workplace:</u>	Edinburgh
<u>Working Hours:</u>	21 hours per week
<u>Annual Leave</u>	25 days plus 10 public holidays (pro rata)
<u>Salary:</u>	£21,532 – £24,077 per annum (SCP20-24) (pro rata). This equates to £12,220 per annum for a 21 hour week at scale point 20.

Pension: Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 5% employee and 3% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%)

Funding: Funding has been initially confirmed for 1 year

Disclosure: PVG scheme membership required

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## **5 Application deadline and Interview dates**

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Closing date: 12:00 noon on Monday 19<sup>th</sup> April 2021

Interview date: Monday 26<sup>th</sup> April 2021

Stage 2 date: TBC

Please refer to the Recruitment Information leaflet for further information on completing and submitting your application form.

Further information can be found at [www.cyrenians.scot](http://www.cyrenians.scot)