

## Job Description

### **Employability Support Worker – Redundancy Support Learning & Work service (part time)**

**Fixed term until 31<sup>st</sup> March 2022.**

For 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:

- Foundations
- Key to Potential
- Key to Work
- Market Led Training
- Creative Natives

We are seeking a highly competent and experienced Employability Support Worker to expand our Foundations project by supporting people who have been made redundant.

The Foundations project provides holistic, person-centred, one-to-one support for people facing a range of barriers which prevent them returning to work. Using an assertive outreach approach, the project aims to help people to remove or deal with issues so they can move back into work through work-based training and/or volunteering.

This part time post is for one year and is to provide initial employability support to people referred to the project by our partners, working directly with some people and passing more complex cases to our caseworkers. The successful applicant will be an experienced support worker as there will be some service users who will require to be supported immediately.

Cyrenians requires all staff to be flexible in their approach and willing to help meet the needs of the charity and service users in whatever circumstances arise. We expect all staff to display care, respect and a non-judgmental approach to services users, 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 people using the project**

- Provide an initial point of contact for referrers and service users
- Provide regular and high-quality initial support to individuals who are referred based on Cyrenians' Key Worker Practice Model (Skilled Helper theory)
- Provide support to case workers

### **Liaise with partners**

- Work with partner agencies to identify and help service users to navigate their options
- Work in partnership with education and training providers to provide appropriate opportunities for service users
- Work with colleagues in other Cyrenians' services, and in other third sector organisations, to signpost towards appropriate opportunities for service users

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

- Comply with systems to record case notes and service user contact
- Undertake research for reporting as required by the team

- Participate in service planning meetings and reviews
- Maintain an individual work plan which is consistent with the overall service plan
- Participate in Annual Learning and Development Review and regular supervision sessions.
- Undertake training which is appropriate to the project's needs
- 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>	
Experience of joint visits and home visiting	Desirable
Proven ability to establish and maintain good professional working relationships with a range of partners, including DWP	Essential
Solid understanding of the external environment in which employability services operate and how this impacts on our work	Essential
Understanding of the impact of poverty, inequalities and social isolation on people's lives	Essential
Ability to maintain administrative systems	Essential
Ability to work within organisational policies	Essential
Excellent interpersonal and verbal communication skills	Essential
Qualification in Careers Guidance, Community Education or suitable level of experience in supporting Key Work	Essential
Experience and understanding of employability issues and networks in Edinburgh	Essential
A background in, or understanding of, mental health issues and intersectionality of people's lives	Desirable
<b>Values and attributes</b>	
Conscientious, practical, committed and hard working	Essential
Ability to be organized and structured, working with minimal supervision	Essential
Committed to learning and developing new knowledge and skills	Essential
Positive thinker and creative problem solver	Essential
Ability to be patient and respectful towards all people, whatever their background or presenting behaviour	Essential
Able to cope with stress and be supportive of colleagues	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 pro rata (scale points 20-24). This equates to a pro-rata salary of £12,220 for a 21 hour week at SCP20.
<u>Pension:</u>	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%)
<u>Funding:</u>	This post is currently funded until 31st March 2022
<u>Disclosure:</u>	PVG scheme membership required

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## 5 Application deadline and Interview dates

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<u>Closing date:</u>	12 noon on Monday 26th April 2021
<u>Interview date:</u>	Monday 3rd May 2021
<u>Stage 2 date:</u>	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)