

## Move On

**Job Description**

**Job Title:**  **Development Worker (Employability)**

**Responsible to: Assistant Manager**

**Location:** Glasgow (Regular travel between city-centre and Whiteinch bases)

**Salary: £ 21,575 to £23,975 It is Move On policy to start on point one of the salary scale.**

**Hours:** **35 hours per week** to be worked flexibly – will include office hours (Monday to Friday 9am – 5pm), some evenings and weekends. Participation in the on-call safety phone rota is also required.

**Main Purpose of Job:**  Development Worker – Employability and Training (Employability Fund delivery)

The Employability Fund programme is an 8 -12-week employability programme for unemployed 16–17-year-olds who are registered with Skills Development Scotland and are having trouble accessing the employment market. The training delivered is a mixture of classroom-based learning as well work experience primarily carried out at Move On’s FareShare Glasgow and the West of Scotland social enterprise.

FareShare works with the food and drink industry to save good quality surplus food from going to waste and distributes it to organisations working with the most vulnerable people in the community. The Fareshare, Glasgow and West of Scotland depot (FSGWS) operates a full-time staff team as well as volunteers.

To lead and develop the delivery of our Employability Fund, Kickstart and Community Jobs Scotland employability programmes. The role will support young people to access and sustain an integrated employability programme, gaining practical work experience, skills and vocational training, including SQA qualifications.

Move On offers:

* 25 days annual leave and 9 bank holidays for the first 2 years of service, increasing to 28 days and 9 bank holidays after 3 years; (pro-rata for part-time staff)
* Flexi-time;
* Option to buy additional annual leave;
* Annual personal volunteering day for staff;
* Individual training allowance and commitment to CPD;
* TOIL system.

**Key Functions and Responsibilities:**

* Delivery and development of Move On’s accredited Employability Fund training programme to young people age 16-17 who are referred through Skills Development Scotland;
* Delivery of employability training and programmes aimed at Move On volunteers;
* Supporting young people to complete vocational training and work experience in Move On’s Fareshare Glasgow and the West of Scotland social enterprise;
* Establish good external relationships and develop links with statutory and voluntary organisations in order to promote and develop all of Move On’s services;
* Complete case recording, monitoring and evaluation using various case management systems and databases;
* Complete relevant assessments and reviews of the young person’s needs;
* Ensure that the safety and welfare of individuals are protected in accordance with Move On’s safeguarding policies and procedures;
* Liaise with other agencies and practitioners to ensure an integrated approach for all individuals receiving the service;
* Have a clear understanding of the activities, policies and procedures within the services;
* Participate in team meetings, regular support & supervision and training;
* Undertake any other duties or tasks which may be reasonably considered within the remit of the post.

**Creativity:**

* Shaping and delivering services – ability to provide a flexible response to the changing needs and circumstances of vulnerable young people and volunteers;
* Supporting volunteers to play a positive role, imparting valuable information and experiences to vulnerable people to support their transition towards independence;
* Working alongside the Assistant Manager and Mentoring and Employability Manager to generate and implement ideas for improving service delivery and achieving positive outcomes;
* Understanding and working within the ethos of ‘helping people to help themselves’.

**Key Relationships:**

**Internal:**

* Development Workers
* Assistant Manager
* Wider Move On staff teams
* Mentoring and Employability Manager
* Volunteering Manager
* Trainees and students on placements
* Volunteers

**External:**

* Young People
* Family members/caregivers of vulnerable young people as appropriate
* Specialist support providers such as Social Workers
* Schools staff
* Community-based projects and other service providers
* Various referral agencies including Skills Development Scotland



**Move On**

**Development Worker**

**Person Specification**

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|  | ***Essential*** | ***Desirable*** |
| ***SKILLS***  ***AND***  ***QUALITIES*** | * An awareness of the issues facing vulnerable young people and the ability to build positive and effective working relationships with the young people who face these issues; * Awareness of Scottish Qualifications Framework * Educated to degree level or equivalent qualification and/or experience * Ability to communicate with and effectively support a young person on a 1-2-1 basis; * Experience of working with people in a group setting including delivering employability and accredited training and information sessions; * Competent IT skills; * Ability to work well on own initiative and as part of a team; * Awareness of the importance of upholding professional boundaries when working with vulnerable people; | * Ability to work well under pressure; * Awareness of the benefits of volunteering and how to positively support volunteers in their roles; |
| ***EXPERIENCE*** | * Experience of working with young people; * Experience of providing employability support with an understanding of the employability landscape in Glasgow; * Experience of supporting young people into employment, training or education; * Experience of facilitating group work and/or delivering accredited training/information sessions; * Experience of working with socially excluded or disadvantaged groups; * Experience of using a user-led approach to service delivery and development; * Experience of data collection and recording; * Experience of working with/liaising with statutory agencies, specialist support and wider third sector organisations; * Experience of using basic financial procedures including accurately processing expenses incurred as part of mentoring and training; * Experience of co-ordinating projects and evaluation processes. | * Experience of managing and supporting volunteers; * Experience of participating in an ‘on call’ safety system; * Experience of Employability Fund; * Experience of using SDS data recording system (FIPS); * Employer engagement |

**Please refer to web site for information on Move On**

**www.moveon.org.uk**

The post is subject to PVG disclosure.