

## Job Description

### **Employability Support Worker - Enterprise Social Enterprise Employability Programme**

**This is a new post. Fixed term to 31/03/2022**

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 Social Enterprise Employability Programme supports people to gain the skills and experience to move towards employment, further education, training or volunteering.

We are looking to recruit an Employability Support Worker to ensure the continuity of the high standard of training that we have successfully implemented, and are looking to implement, in all four Social Enterprises. These are:

**Good Food Programme**, with a mission to bring good food and healthy lifestyles to people who are experiencing disadvantage, isolation, poverty and homelessness. There are three key aspects to this programme:

- **Fareshare Central and South East Scotland**, a food redistribution project, collects and redistributes surplus food from producers and

suppliers to not-for-profit organisations that work with vulnerable people and including **Volunteering** in a supportive environment, allowing people to retake the first steps, or further steps, towards independent living. Volunteers come from all walks of life and in some cases, have been, recipients of help themselves and enabling them to be givers of help to others is a unique feature of the programme.

- **Food Education programme**, offers a range of food related services including food hygiene courses, cooking courses and community cook clubs, which encourage healthy eating and promote social inclusion and help participants increase their confidence.
- **Cyrenians Farm**, at Kirknewton is a working farm producing local fruit, vegetables and eggs, but is also home to a community of vulnerable young people, many with backgrounds of homelessness. The Farm grows food and helps the community to grow people, providing a range of opportunities for individuals, including young trainees, to develop skills and confidence as a step towards a settled lifestyle.

We also operate a successful social business at **Arnotdale House**:

- This significant restoration project alongside Falkirk Council now sees Cyrenians run a substantial historic building with events spaces, café and presentation suite. There is also office space and our Falkirk services are based here and in the adjacent walled garden where they run expansive services in the community including outreach and justice services with a substantial employability arm which benefits from the significant computer suites in place at Arnotdale

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## 2 Main Aims

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This project is a new initiative within Cyrenians Social Enterprises and to support the rapid growth of the Employability Programme.

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

- Facilitate the delivery of Employability 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.

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## 3 Tasks and Responsibilities

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**Delivery and coordination of training:**

- Delivery of online training
- Engage with potential employers
- Support other services/projects within Cyrenians around Employability
- Work alongside the Employability Development Worker to deliver existing programmes and assist with the development of new programmes

**Administration:**

- All administration of courses, including invoicing
- Ensure accurate records are kept of all programme participants by collating all relevant paperwork
- Ensure all reporting paperwork related to the courses is completed

**Communication:**

- Engage will all programme participants to ensure they have the tools they require to access the training
- Build and establish relationships with trainees and staff ensuring that all aspects of the program are fully complete.

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## 4 Person Specification

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<b>Knowledge and experience</b>	
Experience of delivering face-to-face or online training / employability programmes	Essential
Experience of working with employers in order to build links, promote the Employability Programme and secure potential job opportunities for programme participants	Desirable
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
<b>Initiative</b>	
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
<b>Values and Attributes</b>	
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 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

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## 5 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>	Employability Development Worker - Enterprise
<u>Reporting:</u>	Report against work plan at regular support and supervision meetings. Monitor and report against social media measures and targets. Supervisory responsibility for volunteers, interns.
<u>Liaison with:</u>	All services across organisation, working closely with Fundraising team.
<u>Workplace:</u>	Primarily our FareShare Depot, Jane Street (remote working from home as required during pandemic)
<u>Working Hours:</u>	24 hours per week
<u>Annual Leave</u>	25 days plus 10 public holidays (pro rata)
<u>Salary:</u>	Scale points 20-24: £21,963 - £24,559 pro rata. Starting at scale point 20. This equates to a pro-rata salary of £14,246 for a 24 hour week.
<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>Status:</u>	Fixed term until 31 <sup>st</sup> March 2022
<u>Disclosure:</u>	PVG membership is required

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## 6 Application deadline and interview dates

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<u>Closing date:</u>	12 noon on Monday 7 <sup>th</sup> June 2021
<u>Interview date:</u>	Week beginning 14 <sup>th</sup> June 2021
<u>Stage 2 date:</u>	TBC

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