
Position: Senior Training & Employability Project Worker, Space Training Academy

Responsible to: Learning and Wellbeing Manager

Purpose of the Job

- To deliver Training Academy projects from end-to-end, including setting up, designing and delivering training programmes, commissioning external providers where necessary, recruiting members to programmes, working with members throughout their Training Academy journey, providing 1:1 sessions & support, creating individual action plans and working with members to secure positive destinations, in line with funder requirements.
- To work with members from where they are at, helping them build solid foundations in order to begin or progress through their journey, which may include addressing barriers & signposting to partners who offer specialised support such as income maximisation, childcare or emotional support.
- To record and administrate all member registrations, 1:1 sessions, training and interactions into our Project database, Caselink, as well as maintaining our paper and online filing system and adhering to data and confidentiality policies.

Key Duties

Project work, training and 1:1 support

- Recruit members to the Training Academy & promote its services and programmes
- Design, deliver & develop Training Academy opportunities & employability projects, including developing learning outcomes, course outlines and course content, in line with project and funder requirements
- Gather insight that will inform the development of training opportunities, including understanding the employment market, the employability landscape, and current services in South West Edinburgh.
- Deliver training, or sourcing appropriate training providers or freelancers to provide training that meets member needs as per their action plans and funder requirements
- Create sector based training packages, tying in our training offering with Space for Enterprise opportunities (our social enterprise department) to include sectors like hospitality/catering, retail & customer service
- Create blended or online training offers to support members who want to train at home, including videos & employability toolkits
- Create and oversee each members action plan, setting goals, monitoring progress, ensuring goals are met
- Understand, contribute to and support the member involvement in the ongoing delivery and development of the service, incorporating a co-design element to enable wider access

Community engagement & partnership work

- Cultivate relationships with a view to securing opportunities for members and develop/sustain effective partnerships with local groups & services
- Attend occasional community & locality meetings in order to share and receive information in the community
- Adopt a flexible approach to meeting the changing needs of people as well as the community

- Develop partnerships to gain insight into what employers and sectors are recruiting, where there are skills gaps, and forming relationships with key people & organisations in order to secure training and development opportunities

Administration and database management

- Day to day administration including keeping accurate paper and online filing systems
- Updating a project database, Caselink, to ensure that data is entered, accurate and up-to-date, in line with funder guidelines
- Keep accurate records including application and registration forms, attendance records and risk assessments, ensuring quality, accuracy, validity and timely completion

Monitoring impact & reports

- Develop monitoring systems to evaluate projects and produce progress reports for funders to evidence targets and outcomes
- Achieve targets as laid out in funding agreements
- Ensure our services are contributing to the Business Plan and core objectives
- Prepare statistical information and contribute to the writing of reports to be presented to Funders, Chief Executive and Board of Trustees
- Develop and test operational process and procedures to ensure they are efficient and effective

Team work

- Effectively communicate, engage and inspire staff across the projects, and foster collaboration and team work throughout the organisation, including involvement in team meetings & staff meetings as required
- Undertake activities that will allow Space to respond to opportunities that arise from additional funding, service trials or pilots and other innovative projects
- Work as part of the wider team to ensure services are delivered effectively, and ensure the organisation's remit is carried out with regard to statutory commitments and best practice
- To fulfil organisational requirements in relation to receiving training and practice development, and to develop individual and team skills
- Work to legislative, ethical, policy and procedural requirements, adhering to Space's policies & procedures
- Undertake relevant Continuing Professional Development and interest in the latest relevant literature
- Use communication systems to good effect
- Team work including taking part in the induction of staff and supporting other team members
- Understand fully the requirement for confidentiality in your work, balanced with data sharing with suppliers, stakeholders and others, being aware of GDPR.
- Care for the work environment to promote effective working
- To carry out any other duties as may reasonably be required by line manager and CEO

Behaviours

All staff are expected to:

- Nurture a culture of kindness through upholding and working towards our values – welcoming, fun, creative, bold and trustworthy.

- Be a role model for staff and stakeholders, showing optimistic, determined and positive leadership that will support our organisational aims and outcomes.
- Adopt a flexible leadership style with the ability to challenge as appropriate and able to give and receive constructive feedback.
- Embed a coaching culture within your areas of responsibility that upholds the values of the organisation.
- Continuously monitor your area of responsibility and identify areas for improvement and organisational learning.

Line Management, Support & Supervision

- Undertake support & supervision, and planning meetings with the Learning & Wellbeing Manager, reporting on a weekly basis
- Supporting the Learning & Wellbeing Manager to oversee and provide day-to-day support to other Training Academy staff members

PERSON SPECIFICATION

Essential skills and experience required for the role
A minimum of 3 years' experience designing, promoting, delivering and evaluating employability focused training programmes from end to end
Working knowledge of and experience of partnership work
Experience of working towards and monitoring funder targets
Sound understanding of, and sensitive approach towards, the situations, needs and difficulties faced by people with multiple barriers to employment
Demonstrable experience of working with & supporting vulnerable people with multiple barriers to employment both in groups and 1:1
Ability to work under pressure and deal with competing deadlines
Ability to work effectively autonomously on own initiative and as a member of a team
Experience of supporting and developing other team members
Working knowledge of Microsoft packages – Word, Excel, Outlook, Powerpoint, Microsoft Teams
Ability to administrate and coordinate projects including using project databases
Ability to record, monitor and evaluate work including challenging supportively the performance & attendance of trainees where necessary
Works towards continuous improvement, proactive and demonstrate perseverance
Good written and verbal English communication skills including report writing
Reliable, consistent and dependable
Desirable skills and experience required for the role
A relevant professional qualification in community education, training or similar sector
Experience of working in the voluntary sector