**FARE Scotland**

**Bannatyne House,**

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**Position:** Community Worker (based in St Mungo’s Academy)

**Reporting to:** Attainment & Skills Manager

**Contractual status:** Full Time, 35 hours per week

**Salary:** £22,000 - £24,000

**Annual Leave:** 25 days and 9 public

**Job Description**

Working alongside the wider team within FARE and school staff, the community worker will help maximise the potential of local facilities to meet the needs of school pupils and families. S/he will develop and participate in the delivery of a range of joint and need-identified activities.  The post holder will have a sound knowledge of the issues faced by children, young people, adults and families. You should have experience in developing interventions to tackle poverty, it’s symptoms and close the attainment gap through educational and social activities, including volunteering and mentoring opportunities. The post holder will facilitate group work sessions and deliver a range of SCQF rated qualifications to pupils and families.

S/he will have experience of planning and delivering needs-led programmes by working alongside the school and other organisations in a strategic working group to meet the needs of the pupils and their families within the school catchment area. The post holder should have good oral and written communication skills and s/he must have the ability to communicate with people at all levels.

**Key Responsibilities**

* Ensure the collection and collation of statistics as required to ensure continued funding and for progress reports to the schools SLT (Senior Leadership Team) FAREs board of directors and various funding bodies.
* Work closely with the Attainment & Skills Manager and school staff to develop, promote and organise a variety of youth and family services.
* Raise attendance issues with guardians; meet with both students and guardians in order to support them to improve attendance and/or attainment.
* Attend meetings with the schools Senior Leadership Team and other agencies that can support students that are a concern in order to successfully improve their attendance and/or qualifications.
* Maintain up to date knowledge of the employment sector for young people/adults and pre- employment training provision that may be needed.
* Support pupils’’ FE and job search activities, personal development, goal setting, identifying and overcoming barriers, CV development, completing applications, interview skills, and accredited qualifications.
* Liaise with employers to identify job opportunities, further training and/or education within the stages of the Employability Pipeline in order to meet recruitment targets and outcomes.
* On-going monitoring of attendance of pupils identified as non-attenders and\or those at risk of falling out of the academic structure.
* To establish activities which will promote the personal, social, educational and material welfare of young people and their families.
* Ensure the collection and collation of statistics as required to evaluate the projects impact and for progress reports.
* Assist with the planning and delivery of F.A.R.E’s attainment programme for at risk young people and maintain contact with relevant outside agencies.
* Maintain all records in accordance with guidelines from FARE and the school.
* Comply with all relevant legislation and F.A.R.E/school policies.
* Promote the objectives of F.A.R.E as stated in its constitution.
* Write reports, as requested.
* Participate in fund raising activities and the development of funding applications.
* Attend training opportunities.
* Attend meetings, as requested.
* Undertake any other duties as specified by the SMT/SLT.

**Person Specification**

* Educated to minimum SCQF level 7 in relevant field or have minimum 4 years’ relevant experience in youth work.
* Desirable – experience in supporting employability programmes
* Knowledge of Microsoft office packages, including databases
* Excellent communication and presentation skills both orally and written
* Desirable - full driving licence (maximum 6 points)
* The drive and initiative to work independently
* Ability to work with people at all levels internally and externally
* Ability to facilitate group work sessions
* Organised and systematic approach to monitoring and reporting
* Ability to motivate individuals facing barriers

All candidates should submit a CV and statement (1000-1500 words) detailing why you are suitable for the role and what experience you can bring.

Application deadline: 21/10/2021

Interviews will be held on Wednesday 27th October.