

## Job Description

### Key Worker – Key to Potential (part time)

**Initially funded until 31<sup>st</sup> March 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 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:

- Key to Potential
- Key to Work
- Creative Natives
- Foundations to Employment

The Key to Potential project provides holistic, person-centred support, alongside a flexible menu of development opportunities, which assist young

people transitioning from school to progress into further education, training, or secure employment.

This post is to work within Key to Potential (KTP) to support our Key to College (KTC) project, funded by the Young Person's Guarantee - Youth Boost programme, in response to increasing demand. Key to Potential, originally designed to support the work of the Edinburgh Guarantee - a commitment from Edinburgh Council that every school leaver, even if they have disengaged from school, should be supported towards a positive destination. Using an outreach approach, our staff provide individual key work, careers guidance and holistic support. The project will target young people identified by their school as at risk of leaving without a positive destination, likely to be struggling to engage with mainstream curriculum and have experienced disrupted attendance.

KTC offers much-needed outreach family keywork and practical assistance to navigate college application, funding and enrolment processes. These are time sensitive and overwhelming for them to deal with unaided. It also supports young people to establish college contacts, become familiar with college systems and negotiate further courses or alternative options. Without this tailored support young people would miss out on further education and 'drop through the net'. A key part of this is the provision of laptops/tablets and ancillaries. This is essential to promote the importance of independent study for college courses in a post Covid-19 landscape where blended learning is an essential element of college provision.

We liaise with schools, families, young people and college staff to ensure successful transitions from school to college for the most disadvantaged young people. We will offer practical one-to-one support including preparatory visits to college, help with gaining ID (birth certificates, young scot cards etc) emails, bank accounts, choosing options, funding evidence and provision of digital devices (with bespoke training). Once college starts we will provide travel and subsistence support while bursaries are processed.

KTC provide the practical help to young people from disadvantaged backgrounds from areas of multiple deprivation from all localities, SW, NW and NE Edinburgh. Through this help they can successfully access further education and develop relevant career skills.

We accompany the most vulnerable young people to visit college campuses before term starts to meet student support teams (funding), learning support and become familiar with library and social/refectory areas.

We assist them to open bank accounts including securing ID.

We liaise with parents and family to advise on the necessity of and assist with the online application and funding processes. This includes assisting family in contacting the relevant authorities to source the evidence needed

i.e. council tax letter, benefits/P60 forms, Child tax Credit award, student applicant ID, other dependent siblings ID.

Cyrenians requires all staff to be flexible in their approach and willing to help meet the aims of the charity, and those who use our services, in whatever circumstances arise. We expect all staff to display care, respect and a non-judgmental approach, 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 young people**

- Accompany applicants with funding evidence to student support services.
- Check applications for start dates and induction, assist with self-enrolment, liaise with college re passwords and student accounts
- Develop digital literacy skills; student accounts, checking emails and application regularly, setting and learning passwords, assistance completing funding applications.
- Provide practical assistance with travel/ subsistence
- Provide IT devices and support to use
- Assist on first days at college
- Ongoing assistance for students dealing with college communication and procedures
- Advising and assisting with follow on courses or alternative options

### **Source activities which will contribute to accredited qualifications, and promote personal development for young people.**

- Liaise with external training providers as required.
- Ensure activities provide appropriate opportunities for young people to learn and develop.
- Consult with young people on appropriate activities e.g. arts, culture and other personal development.

### **Work with partner agencies, to ensure placements for young people accessing Key to Potential.**

- Work with young people to establish which opportunities are most appropriate and desired.
- Liaise with partners to set up and manage placements – ensuring health and safety and risk assessment regulations are adhered to.

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

- Participate in service planning meetings and reviews.

- Maintain an individual work plan which is consistent with the overall service plan.
- Participate in annual performance review and supervision sessions.
- Undertake training which is appropriate to the project's needs.
- Comply with systems to record case notes and client contact
- Produce regular statistics and other information as required for the Leadership Team.
- 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>	
Confidence to engage with school 16+ team staff, Deputy Heads, Pupil Support Leaders, school careers advisors and college staff	Essential
Ability to work with young people who are in danger of disengaging from school/youth settings	Essential
Ability to establish good professional working relationships with a range of partners and stakeholders	Essential
Experience of working across projects and balancing the needs of both	Desirable
Experience of working with marginalised young people	Desirable
Experience of lone working, for example home visiting and outreach	Desirable
Ability to maintain administrative systems	Essential
Ability to work within organisational policies	Essential
Excellent verbal communication and interpersonal skills	Essential
Qualification in Careers Guidance, Community Education or Youth Work or suitable level of experience in delivering Key Work	Desirable
Good understanding of the Scottish education system	Essential
Knowledge of employability services and projects for young people in Edinburgh	Desirable
A background in, or understanding of, mental health issues	Desirable
Driving Licence	Desirable
<b>Values and attributes</b>	
Conscientious, practical, committed and hard working	Essential
Ability to be organized and structured with work	Essential
Committed to learning and developing new knowledge and skills	Essential
Positive thinker and creative problem solver	Essential
Patient and respectful of all people, whatever their background or presenting behaviour	Essential
Able to cope with stress and be supportive of colleagues	Essential
Ability to relate to, and communicate with, young people who may feel/have felt excluded and marginalised	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>	14 hours per week
<u>Annual Leave</u>	25 days plus 10 public holidays (pro rata)
<u>Salary:</u>	£21,963 – £24,559 per annum pro rata (scale points 20-24). This equates to £8,310 per annum for a 14 hour week at scale point 20.
<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>	Until 31 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>	12:00 noon on Monday 8 <sup>th</sup> November 2021
<u>Interview date:</u>	Monday 15 <sup>th</sup> November 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)