

JOB DESCRIPTION

JOB TITLE: EMPLOYABILITY PROJECT WORKER

SERVICE: EMPLOYABILITY SERVICES

LOCATION: Falkirk

The Employability Services team deals primarily with young people with complex and chaotic backgrounds. The service works hard and creatively to maintain the early engagement of participants. We are delighted to have our work in this area recognised through the SURF 2017 Award for 'removing barriers to employment' and the Mentor Networks inclusion award. We support young people by offering training opportunities, valuable work placements and a wide range of qualifications to support their progression, including employability, tenancy and citizenship, youth work and leadership award qualifications. We are actively working towards expanding our services to include adults of any age.

VALUES

The postholder will be expected to demonstrate LinkLiving's core values of:

- Empathy (listen to and understand an individual's needs and circumstances)
- Respect (treat others the way they wish to be treated)
- Integrity (be honest and have strong moral principles)
- Caring (show kindness and concern for others)

PURPOSE OF THE JOB

The purpose of the job is to support clients/volunteers to achieve their goals and aspirations by providing opportunities to enhance their knowledge and skills. You will be responsible for the recruitment, training and support of clients/volunteers which will include the development of different opportunities. You will provide support to individuals to get them into a positive destination, increasing the client's knowledge and skillset. You will support the achievement of high standards and provide monitoring information in relation to the project's outcomes.

LinkLiving aims to provide volunteering and ongoing learning and capacity building opportunities to enable more vulnerable people to actively participate in our service. This role will support that aim by ensuring that opportunities are provided to course participants equipping them with the skills to make a valuable contribution to the service and their wider community. The Employability Project Worker will provide support and offer guidance to individuals, volunteers and course participants, develop relationships with other agencies and services and actively promote LinkLiving's volunteer programmes and employability services.

MAIN TASKS

- Monitor the day to day running of project(s)
- Develop and deliver LinkLiving's volunteer/client programmes, which includes peer education and community involvement
- Empowering young people to work collaboratively
- Deliver a variety of training including SCQF accredited qualifications and non-accredited courses to clients/volunteers and participants based on their individual needs, aspirations and expectations.
- Develop and deliver training to people who experience of trauma and mental health issues]
- Develop and deliver tailored workshops to a variety of organisational staff
- Act as SQA Assessor/Verifier for delivery of accredited programmes where required.

- Ensure knowledge is kept current in line with SQA policies and procedures and quality assurance requirements
- Recruit, induct and support a pool of course participants through a range of courses
- Ensure all relevant checks and requirements are carried out.
- Support employability staff team members in their role, providing advice and guidance where necessary
- Issue petty cash and complete reconciliation top ups signed off by manager
- Provide supervisory one to one support to individual clients/volunteers setting realistic and achievable targets with them to enable progress against individual objectives using action/learning plans.
- Develop partnerships with other agencies and training providers to identify, develop and progress client/volunteer opportunities.
- Collect and analyse data to monitor and evaluate the quality of service delivered against agreed criteria
- Liaise with, promote and develop the service with other agencies.
- Monitor course participant records and progression to ensure they are maintained and updated for each project as required
- Liaise with employers to offer clients work placement opportunities
- Ensure course participants working environment and practice are safe in line with Health and Safety requirements.
- Contribute to practice and policy development ensuring they are grounded in the organisation's strategy and values.
- Active involvement in own learning and development keeping up to date with current thinking in employability and mental health and applying this in the development of innovative practice.
- Represent LinkLiving in a professional manner at all times and ensure that an efficient and courteous service is provided.

RELATIONSHIPS

- Employability Services team
- Clients/Volunteers/Course participants
- Colleagues, including LinkLiving staff and Link Group business partners
- Local Authorities (Schools, Social Work)
- Funders
- Partner Agencies
- SQA
- Employability Networks
- Employers

ACCOUNTABILITY

This post is accountable to the Employability Development Manager

PERSON SPECIFICATION

VALUES	ESSENTIAL	DESIRABLE
Empathy (listen to and understand an individual's needs and circumstances)	√	
Respect (treat others the way they wish to be treated)	√	
Integrity (be honest and have strong moral principles)	√	
Caring (show kindness and concern for others)	√	
EDUCATION & QUALIFICATIONS	ESSENTIAL	DESIRABLE
Good standard of education, e.g. standard grade passes in core subjects such as English and Maths	√	
SQA Assessor and Verifier Qualification or willing to work towards it		√
Willingness to work towards SCQF qualifications relevant to the post	√	
KNOWLEDGE / EXPERIENCE & SKILLS		
Experience of co-ordinating training courses.	√	
Experience working with young people with complex needs/backgrounds	√	
Ability and understanding of how to work with people as volunteers	√	
Knowledge and understanding the of employability sector, Peer Education and volunteering initiatives	√	
Effective communication skills including excellent written, oral and IT skills	√	
Experience of developing and delivering training programmes	√	
Knowledge of the use of evaluation methods to ensure training is effective	√	
Non judgemental attitude and willingness to embrace diversity	√	
Ability to adapt to new environments	√	
Ability to work openly and honestly within a team setting	√	
Ability to prioritise and plan own and other members of the team work load	√	
Ability to create relationships/partnerships with other voluntary, employability networks and statutory agencies	√	
GENERAL / OTHER		

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Ability to drive and able to travel between services, as required	√	
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COMPETENCY MANAGEMENT FRAMEWORK	ALL ESSENTIAL AND WILL BE ASSESSED AT THE INTERVIEW STAGE
<p>COMMUNICATION</p> <p>Communicates ideas and information effectively, both verbally and in writing, ensuring messages are clear and understandable. Shares information openly and encourages a two way dialogue. Use appropriate language and style that is both relevant to the situation and to the people being addressed.</p>	
<p>CUSTOMER CENTRED APPROACH</p> <p>Puts the person at the heart of the service and is able to understand both internal and external customers and service users' needs. Recognises that customers and service users are unique. Takes personal responsibility for securing the satisfaction and well being of customers and service users. Shows perseverance and innovation in resolving problems. Encourages and maintains open, positive relationships with a wide range of people. Listens and communicates assertively to ensure mutual understanding.</p>	
<p>INNOVATION</p> <p>Constantly strives to evaluate, question and improve how things are done. Views improvement as a continuous process. Creatively explores and applies innovative approaches to improve the quality and delivery of services.</p>	
<p>LEADERSHIP</p> <p>The ability to lead, inspire and encourage others to meet business objectives whilst providing a clear vision and sense of purpose in all activities. Actively participates and contribute towards Project Teams, Committees and other working groups. Is supportive of colleagues, including secondees, placements and new employees.</p>	
<p>PERSONAL EFFECTIVENESS</p> <p>Takes personal responsibility for making things happen and achieving results. Presents ideas clearly and persuasively. Willing to take responsibility in challenging circumstances or when things go wrong. The ability to recognise and control own emotions and to respond to situations objectively, even when under pressure. The self-confidence and flexibility to adapt own response to suit the needs of the situation or to respond flexibly depending on the other persons approach.</p>	
<p>PROBLEM SOLVING AND REASONING</p> <p>The ability to identify and resolve problems by gathering and analysing information from a range of sources, and make informed and effective decisions. Draws appropriate conclusions and considers the consequences of these decisions. Willingness to participate and contribute effectively to the team effort. Will put own interests aside when appropriate to meet the needs of the team.</p>	
<p>INFORMATION SYSTEMS</p> <p>A functional understanding of Link's core information communication technology – including Microsoft Office systems. An ability to access and use personal computer software for effective communication and the management of information. Has a basic knowledge of PCs, including keyboard skills and will take active steps to update personal computer literacy skills and to support others when required.</p>	

TERMS AND CONDITIONS OF EMPLOYMENT

Noted below is a summary of the general terms and conditions of employment of LinkLiving employees. Those quoted apply to full-time posts and part-time staff will be eligible to receive the same employment terms on a pro-rated basis. Employees on fixed term contracts are also eligible, subject to the restriction of their contract. An individual contract may determine additional terms particular to that appointment and employees should also refer to their own contract of employment.

Hours

Part time, 22.5 hours per week, usually Monday to Wednesday, but requires flexibility around the needs of the service.

Contract

The post is permanent.

Salary

Placement within the salary range will be dependent on a number of factors including skills and experience.

Progressing through the salary range will be determined by an assessment of individual performance against an agreed Job Plan and following a recommendation made to the Management Team at each performance year-end.

Employability Project Worker Salary Range £23,113.00 - £25,546.00 per annum pro rata (dependent on skills & experience).

An Inflation-Related Pay Award is normally awarded annually in April.

Annual Leave

35 days pro rata per annum (including 10 public holidays) rising to 38 days after completion of three years' service.

Pension

Link is required by law to automatically enrol eligible employees to its pension scheme. Auto-enrolment rates from 1 April 2019 are:

- Link: 5% of basic salary
- Employee: 3% of basic salary

Employees can opt to increase their contributions:

Employee:	4%	5%
Link:	6%	6%

Travel

(a) Staff will be reimbursed two-thirds of the cost of a monthly bus pass if this is appropriate to the needs of the Service. (b) If you only use a monthly bus pass for business purposes you may be able to claim the full cost.

Use of your own car for business mileage, where authorised, will be reimbursed at a rate of 45p per miles. LinkLiving adopts the Inland Revenue approved mileage rate system.

On-Call

Where an on-call rota is in place, a separate allowance of £20 will be paid per shift.

Time Back

There is a time back arrangement for additional hours worked in excess of the contracted hours.

Probationary Period

There is a 6-month probationary period, which may be extended to 9 months following consultation with individuals.

Support and Supervision

You will have regular support and supervision meetings with your line manager

Smoking

All Link group offices operate a NO SMOKING POLICY – you may have to work with service users who smoke.

Health Care Cash Plan

A non-contributory Healthcare Cash plan scheme for employees and children under 18 years old. [Option to include partners]

Protecting Vulnerable Groups Scheme (PVG) Information for applicants who wish to work with Link

People who work on a regular basis with vulnerable groups will be required to join the Protecting Vulnerable Groups (PVG) Scheme. This Scheme replaces the Enhanced Disclosure Scotland checking process for organisations and it is a mandatory requirement of working within Link.

As well as strengthening safeguards for children, the PVG Scheme will improve protection for adults because, for the first time in Scotland, there will be a list of those who are barred from working with protected adults - there is already a list of those who are barred from working with children. A protected adult is a person, aged 16 or over, who receives one or more type of care or welfare service either regularly or for a short period of time.

People who work, on a regular basis, with vulnerable groups will join the PVG Scheme and from then on, their membership records will be automatically updated if any new vetting information arises. Vetting information is conviction information retrieved from criminal justice systems and nonconviction information held by the police that is considered relevant.

In order to become a member of this scheme for the first time the cost is £59. Should you be successful in securing a post with Link it will be expected that you will meet the registration cost.

If you are already an existing PVG scheme member, Link will meet the cost to update your application.

For further information please refer to the disclosure Scotland website - <http://www.disclosurescotland.co.uk/pdf/protecting-vulnerable-groups-scheme.pdf>