Dear Applicant

Thank you for your interest in the position of WorkingRite. Please find below:

* Job Description
* Person Specification
* Background information about WorkingRite

If the Application Form and Equal Opportunities Monitoring Form are not also enclosed, please visit our website to download them:

**http://workingrite.co.uk/join-us/current-jobs/**

The successful candidate will be required to undertake a basic Disclosure Scotland Check. All Applications should be returned to WorkingRite by email to recruit@workingrite.co.uk.

If you are unable to submit an electronic application, hard copies can be sent to the address below.

The closing date for applications is **12.00 noon on Friday 15th July 2022.**

This post will be based in Glasgow, requiring a mixture of working from home and use of WorkingRite/partner premises

If you would like further information on the post, please email questions to tracey@workingrite.co.uk.

We look forward to receiving your completed application.

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Yours faithfully,

**Dennis Murphy**

Chief Executive Officer

WorkingRite have been delivering our work-based mentored training programme for young people in different parts of Scotland for nearly 20 years. Our model is built on creating a one-to-one mentoring relationship between a trainee and an adult working mentor, selected from within the workforce of a local business - any kind of business.

We currently have a staff of 13 project co-ordinators, each of whom supports between 20 and 30 young people a year into these mentored work placements and then on to jobs and apprenticeships. That’s around 300 a year.

Our strategy is to work with young people ‘**Earlier, Deeper, Longer’**

**Earlier:** reaching young people earlier in their lives and providing access to a vocational pathway while in the S4 year at school (Rite to Work programme)

**Deeper**: going ‘deeper’ with our support for the young people that have already left school. More flexible lengths of participation, multiple placements where necessary, community level partnership work to explore the needs of the wider family (WorkingRite core programme)

**Longer:** every young person that achieves a destination through a WorkingRite programme will have the option of being matched with an adult, volunteer mentor to help them navigate the transition into working life – and beyond (On Your Side Mentoring programme)

**Additional background information on WorkingRite**

WorkingRite have been delivering our work-based mentored training programme for young people in different parts of Scotland for nearly 20 years. Our model is built on creating a one-to-one mentoring relationship between a trainee and an adult working mentor, selected from within the workforce of a local business - any kind of business.

We have a staff of 13 Project Co-ordinators, each of whom supports between 20 and 30 young people a year into these mentored work placements and then on to jobs and apprenticeships. That’s around 300 a year, with over half in Glasgow. In addition, we have a new pilot - the *‘On-Your-Side Mentoring’* service, which will be the next stage in the support our young people are offered – providing a volunteer mentor to young people beyond the end of the placement programme - someone to be on their side; an ally along their road to achieving a sustainable and thriving adulthood.

Over the last 6 years, we have diversified our funding mix – from 1 main funder in 2016 with 2 or 3 other statutory grants, to over 10 significant funders, both statutory and private. At the same time the complexity of the barriers faced by our young people has also increased.

**JOB DETAILS**

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| **Job Title**: Project Coordinator | **Salary:**c: £2652037.5 hours per week |
| **Reporting to:**Head of Operations  | **Contract Term:****Maternity cover to March 2023 subject to extension** |
| **Location:**Home based/office-based Glasgow  | **Date:**June 2022 |



**Context / Job Purpose**

To deliver a work experience and mentoring project for young people across Glasgow, with the initial project focus being in the areas of Gorbals, Greater Pollok and Govan

**Role Summary:**

Based in South Glasgow you will implement, develop, and manage operational and contractual activity in line with the organisational objectives and financial targets and as directed by the Operations Manager.

**Key Responsibilities:**

The post holder will be responsible for:

1. Working alongside partner organisations and the South Glasgow team to identify and engage with young people who will benefit from then WorkingRite programme.
2. Assess young peoples’ readiness for the programme and identify and address barriers prior to engaging in the work based mentoring programme.
3. Deliver an Induction programme that will include accredited SQA & other training to prepare young people for entering the workplace both face to face including groupwork and where necessary working remotely using Digital platforms.
4. Identifying and engaging with local businesses willing to provide mentored and supported work placements.
5. Appropriately matching young people to a suitable business - to meet the needs of both the young person and the employer.
6. Ensuring all placements meet necessary requirements and safeguards in terms of insurance, liability, employment law, health and safety as directed by contract rules and WorkingRite.
7. Monitoring the progression of all placements and providing support to produce a positive introduction-to-work experience for the young people.
8. Responding to and resolving any problems with the placements that may occur.
9. Supporting the young people with any training needs relevant to their progression into full time employment and/or apprenticeships
10. Establishing and managing comprehensive records to meet the requirements of the funders and good practice.
11. Completing contractual and accredited body compliance forms to a standard required by WorkingRite.
12. Monitoring and administering the project’s budget and ongoing expenditure - particularly in terms of trainee payments, tools and protective clothing, for each placement.
13. Promoting the project to prospective employers, schools, partner organisations and appropriate agencies and producing promotional material and reports as required.
14. Ensuring health and safety checks and standards are in place with work placement providers
15. Preparing and presenting monitoring reports to the funding partners at regular intervals and attend periodic meeting with partners as directed.
16. Maintaining an awareness of current Health and Safety Policy and taking responsibility for your own safety and the safety of other members of staff who may be affected by your acts or omissions at work.
17. Ensuring the maintenance of confidentiality as required by company policy and the Data Protection Act.
18. Affording equal opportunity and access to all users of the services and those involved in its delivery in accordance with the Equalities policy.
19. Undertaking training as necessary to maintain high quality standards of work.
20. Supporting where required other Glasgow based provision as the charity requires this
21. Undertaking any other duties as directed by WorkingRite.

**PERSON SPECIFICATION**

**KNOWLEDGE, SKILLS, QUALIFICATIONS, COMPETENCIES**

Sales, promotional and general marketing experience as well as instructional or training experience

**Essential**

* Ability to self-start and successfully manage remote delivery projects

* Ability to take ownership of delivery and partnerships and communicate these effectively to key stakeholders
* Experience and evidence of supporting and developing young people with barriers to progression
* Experience in delivering employability programmes
* Ability to work as part of a team as well as working on your own initiative
* Knowledge and understanding of employers, in particular small-scale contractors and businesses, and the ability to communicate with them at a professional level
* Experience of partnership working with multiple agencies to promote and deliver a quality service
* Ability to competently manage information and data using Microsoft Excel computer software.
* Knowledge of Health and Safety at work legislation, policies and procedures

* Excellent personal communication skills, including the ability to promote and sell the WorkingRite model; through networks both existing and created.
* Ability to deliver against targets with minimal supervision
* Full driving licence and use of own car.

**Desirable**

* Experience of adding creative ideas to an organisation
* SQA Assessor/Verifier Units
* Experience of delivering training in both formal and non-formal environments.
* Knowledge and experience of the small business sector
* Volunteer activity with young people
* Experience of working with disengaged young people
* Experience in making a difference to the life of a young person
* Mentoring and coaching experience
* Experience/knowledge of employment regulations
* Experience or understanding of Salesforce or other Client Management System

This role is subject to the PVG scheme under regulated work and the successful applicant will be required to join the PVG scheme.