FARE Scotland

Bannatyne House,

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Glasgow G34 0JF

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[www.fare-scotland.org](http://www.fare-scotland.org)

**Position**: **Hospitality Employability Keyworker**

**Reporting to: Employability Manager**

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

**Salary: £23,000 - £25,000 per annum**

**Annual Leave: 25 days**

**Job Description:**

FAREs Employability team deliver accredited industry training and support to members of the local and wider community to access further education, training and/or employment. The post holder will work closely with the Employability Manager to ensure high quality programmes are delivered to achieve individual aims for the candidates across the employability pipeline. The Employability Keyworker will be responsible for designing, delivering, and evaluating training for groups wishing to enter the hospitality industry. They will also be responsible for forming relationships with key stakeholders including local hospitality venues at Glasgow Fort

**Key Responsibilities:**

* Design all referral/induction and training materials, provide an induction to all new trainees using prescribed documentation and procedures
* Recruitment for programmes.
* Undertake 1-1 goal setting interviews and reviews.
* Deliver training in-group settings using a range of learning materials accommodating a range of learning styles.
* Maintain up to date knowledge of the employment sector for young people/adults and pre- employment training provision that may be needed.
* Ensure Employability Programme trainees get the support that they require to help them remain engaged, focused and progress to their identified goals.
* Build trusting relationships with FARE and Employability Programme trainees, challenge negative attitudes and behaviors whilst motivating individuals to retain focus.
* Support participants’ 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.
* Provide post-employment support to achieve sustained employment

outcomes, including tracking, and record keeping through database.

* Attend meetings to represent FARE promoting the Employability Programme at external events if required. Monitor and evaluate all employability training programmes.
* Adapt to changing needs and requirements as the position and organisation grows and develops.
* Have successfully completed a PVG (Protecting Vulnerable groups) application.
* Any other duties appointed by the Senior Management Team.

**Person Specification:**

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| **Skills** Essential Desirable |
|  At least 2 years’ experience of delivering hospitality training |   x |  |
| Excellent communication and presentation skills | x |  |
| Ability to motivate individuals facing barriers to employment | x |  |
| Organised and systematic approach to monitoring and reporting | x |  |
| Ability to work with people at all levels internally and externally | x |  |
| The drive and initiative to work independently | x |  |
| Ability to share learning and develop practice through feedback | x |  |
| Ability to challenge, in a constructive manner, negative attitudes | x |  |
| Excellent IT skills in Word, Excel, Outlook, PowerPoint, Access particularly for database-related work and report writing | x |  |

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| **Education/training** |  Essential |  Desirable |
| Educated to HNC/HND level or minimum of 2 years relevant experience. | x |  |
| Full UK Driving Licence (maximum 6 penalty points) |   | x |
| L&D9I (Assessor Qualification) and/or L&D11 (Verifier Qualification) |  |   x |

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| **Knowledge** |  Essential |  Desirable |
| Good knowledge of hospitality employability initiatives or learning environment | x |  |
| Knowledge of statutory organisations including Skills DevelopmentScotland |  | x |
| **Experience** |  Essential |  Desirable |
| Providing outcomes-focused employability skills to individuals excluded from mainstream employment |  | x |
| Delivery of SVQ/PDAs |  | x |
| At least 5 years’ experience of working in the Hospitality industry | x |  |
| Providing in-work support | x |  |
|  Recruitment and selection  |  | x |