

## Outreach Worker

<b>Location:</b>	West Lothian and Forth Valley
<b>Salary:</b>	£22,250 gross per annum
<b>Contract type:</b>	Permanent
<b>Hours:</b>	37.5 Hours a week
<b>Responsible to:</b>	Outreach Co-ordinator

### ORGANISATION OVERVIEW

Venture Trust is a personal development charity supporting people, aged 16 years and over who are struggling with many and complex circumstances to overcome these barriers and realise their potential. Our strengths lie in the trust and relationships we forge, our developmental approach and in harnessing the transformational benefit of being outdoors and amongst nature. Working in communities, in greenspaces and journeying through some of Scotland's most wild places, we actively support people by focusing on individual's strengths, equipping them with essential life-skills and building confidence. We want everyone to succeed and to continue to do so throughout their lives.

Our vision is everyone, irrespective of their past, can achieve their potential for a healthy, happy and fulfilling life.

### Our values underpin everything we do:

- **Courage** - we remain brave when things are tough
- **Care** - we will attend to people and place
- **Curiosity** - we are thoughtful
- **Collaboration** - we work together for greater impact

### JOB OVERVIEW

Venture Trust works with people experiencing complicated life circumstances. Through the provision of wilderness-based personal and social development programmes, we equip them with the confidence, motivation and core life skills that they need to make positive changes in their lives.

You will work in the community across the range of Venture Trust programmes to engage participants (predominately aged 16-40) in a dynamic and progressive community and wilderness-based personal development opportunity. You will undertake the initial contact and assessment of potential participants for Venture Trust's programmes (phase 1), working with outreach colleagues to identify the most suitable programme. You will prepare and support participants to undertake the wilderness journey (phase 2) of their programme, working closely with the wilderness journey staff to ensure effective flow of information and appropriate levels of support.

Upon return to their community (phase 3), you will continue to work closely with participants to develop and maintain community links, and support them into sustained positive destinations, including education, training, volunteering or employment.

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You will also support clients through their SQA award, and may be required to act as SQA Assessor, delivering the Personal Development Award and assessing portfolio work. As an Outreach Worker, you will be expected to promote the programme with stakeholders, generate referrals, regularly providing progress updates for referring partners and agents and develop and maintain effective referral relationships.

## DETAILED RESPONSIBILITIES

### Assessment and preparation:

- Work with outreach colleagues to identify and signpost potential participants to the most appropriate programme and worker.
- Interview, assess and prepare participants for Venture Trust programmes, working closely with referring partners and any other stakeholders to ensure that throughput targets are met.
- Where appropriate, induct clients to their SQA Personal Development Award prior to their wilderness journey.
- Ensure that information about potential phase 2 participants is clearly identified and communicated to relevant staff.

### Personal development and community links:

- Develop and deliver one-to-one support sessions and group work to participants within a targeted portfolio of phase 3 provision to support participants in progressing action plans.
- Where relevant, collate participant SQA portfolio work for units 1 and 2, and deliver unit 3 of the Personal Development Award.
- Help to deliver or prepare participants for their SQA Personal Development Award.
- Work towards developed and sustained peer support among the participants before, during and after expedition.
- Contribute to the development of the portfolio of phase 3 provision particularly identifying sources of support and guidance, volunteering or employability opportunities to support participants in their transition into a positive destination.

### Relationships:

- Develop and maintain supportive and effective relationships with your caseload of participants.
- Liaise with referral partners and individual referral agents to ensure that our programmes are appropriate to the needs of their clients and keep them informed of progress and outcomes for participants.
- Maintain positive relationships with stakeholders, generating referrals for all core programmes and reporting any issues in a timely manner to your line manager.
- Proactively engage stakeholders and partners in the contribution and impact of Venture Trust programmes including delivering presentations and attendance at meetings and events.
- Liaise with support staff to ensure effective communication throughout the wider staff team and the efficient use of any resources.

## **Monitoring and evaluation:**

- Prepare participant information and keep records as appropriate, ensuring that systems are maintained for tracking and recording post course progress and outcomes.
- Liaise with the Impact team to ensure accurate compilation of data for post course support and evaluation purposes.
- Assist the Outreach Co-ordinators and Operations Managers with research and compilation of reports as required.

## **Other:**

- Attend and engage in team and external meetings, support and supervision sessions, and the Performance and Development Review process.
- Undertake any training and professional development as and when required to ensure effective work with young people at risk.
- Undertake any other reasonable duties, commensurate with the job title, as may be determined by the Line Manager.

## **PERSON SPECIFICATION**

### **Skills and experience**

#### ***Essential:***

- Qualifications in youth work, community education, community development, social work or a related discipline, or the equivalent proven experience of working with vulnerable and disaffected individuals, recognising the issues that affect them and ways to guide, encourage and support them.
- Ability to communicate effectively with stakeholders at all levels, with a particular emphasis on young people aged 16+, Venture Trust staff and outside agencies.
- Knowledge of voluntary and statutory sectors in Scotland including Criminal Justice Social work departments and Children's Hearing System.
- Knowledge of drug and alcohol related issues and previous experience of working with this client group.
- Effective time management and ability to work to deadlines.
- Ability to manage and support a caseload of diverse participants with various backgrounds in our three-phase programmes
- Ability to work on own initiative.
- Resilient to change
- Driving licence and consistent access to vehicle.

#### ***Desirable:***

- Knowledge of voluntary and statutory sectors in Scotland including Criminal Justice Social work departments and Children's Hearing System.
- Qualified as an SQA Assessor with experience delivering and assessing Awards at level 3 or higher.
- Experience of development training and/or informal education.
- Educated to degree level in an appropriate field.

## **Personal qualities:**

- Commitment to Venture Trust's mission and values - desire to make a difference.
- Optimistic, represents with passion, acts as role model.
- Open-minded, values equality and diversity, acts with care, supportive of others.
- Thoughtful and committed to learning, forward looking and solution-focussed.
- Proactive, flexible and collaborative, aims to exceed expectations.
- Willingness to travel and spend time away from home as and when appropriate.

Venture Trust is committed to promoting equality and diversity in employment and follows an equal opportunities policy.