



15+ EMPLOYABILITY PROJECT WORKER

ANNUAL SALARY: SCP 27-34 (currently £29526 - £36126)

Full time (35.75 hours)

Until 31st March 2024 – with potential extension dependent on continuing funding

Responsible To:- Manager, Citadel Youth Centre

OVERVIEW

The postholder will have a key role in the Citadel's 15+ Team, working across our employability services for young people aged 15 to 19. These include the Stage 1 No One Left Behind Hub, which supports young people on activity agreements, the Stage 2 Futureheads project, which provides targeted support for young people aged 16 to 19 who are not in education, training or employment, and the Citadel Connect project, which offers volunteering opportunities for young people aged 15 to 19. This role entails direct 1:1 support and group work, as well as supporting young people to access relevant opportunities outside the agency. The postholder will also work with Citadel colleagues to provide out of school youth work for young people aged 13 to 19.

JOB DESCRIPTION

- Build positive relationships with young people accessing our employability services and support their progression to positive destinations in education, training and employment
- Devise, deliver and evaluate 'in house' group work programs to meet the needs and interests of young people accessing our employability services
- Train and support young people to undertake volunteering placements at the Citadel
- Support young people to accredit their learning and activity through nationally recognised Award schemes such as Dynamic Youth and Duke of Edinburgh
- Support young people to access relevant opportunities with external agencies, including accredited training, volunteer and work placement opportunities
- Liaise with local schools, Skills Development Scotland and other potential referrers
- Maintain up to date and accurate records, including the use of City of Edinburgh Council's integrated employability database ('helix')
- Provide regular reports to funders as required
- Work with Citadel colleagues to provide out of school youth work opportunities for young people of high school age, including evening youth clubs
- Any other duties, as required (including occasional weekend and evening work)

The Closing Date for Applications is 12 noon on Friday 3rd February 2023

Interviews are scheduled to take place on Monday 13th February 2023

Citadel

PERSON SPECIFICATION

Qualifications	Essential	Desirable
<ul style="list-style-type: none"> Professional qualification in Community Learning & Development, Youth and Community Work, Social Work or equivalent 	✓	
Knowledge/Experience		
<ul style="list-style-type: none"> Experience of work with young people in an informal education setting 	✓	
<ul style="list-style-type: none"> Understanding of community based youth work 	✓	
<ul style="list-style-type: none"> Understanding of the social issues impacting on young people, especially those 'not in education, employment and training' 	✓	
<ul style="list-style-type: none"> Knowledge of the education, employment and training opportunities available to young people 	✓	
<ul style="list-style-type: none"> Experience of employability work with young people 		✓
<ul style="list-style-type: none"> Experience of designing, implementing and evaluating group work programs 		✓
<ul style="list-style-type: none"> Experience of working with young people at risk 		✓
<ul style="list-style-type: none"> Experience of using databases to monitor and record outcomes 		✓
<ul style="list-style-type: none"> Experience of communicating with young people on digital platforms 		✓
Aptitudes/Skills/Qualities		
<ul style="list-style-type: none"> An enjoyment of work with young people 	✓	
<ul style="list-style-type: none"> An ability to build relationships with young people 	✓	
<ul style="list-style-type: none"> Commitment to principles of anti-discriminatory practice 	✓	
<ul style="list-style-type: none"> An ability to work on own initiative and to be a 'self starter' 	✓	
<ul style="list-style-type: none"> Ability to work in a team setting 	✓	
<ul style="list-style-type: none"> Excellent verbal and written communication skills 	✓	
<ul style="list-style-type: none"> Appropriate IT skills 	✓	
<ul style="list-style-type: none"> Digital media skills 		✓
<ul style="list-style-type: none"> Willing and able to work flexible and unsocial hours 	✓	