

## Job description

### **Senior Key Worker, Key to Potential (Falkirk)**

Full time – 37 hours a week

**This is a new post funded by Cashback for Communities**

For over 50 years, Cyrenians has tackled the causes and consequences of homelessness.

We understand that there are many routes into homelessness, and that there is no 'one size fits all' approach to supporting people towards more positive and stable futures. That's why all our work is values-led and relationships-based. We meet people where they are, and support them towards where they want to be.

Our Vision is an inclusive society in which we all have the opportunities to live valued and fulfilled lives.

Our way of working is built on our four core values, which are at the heart of all our work and decisions:

**Compassion | Respect | Integrity | Innovation**

[Read more about us and our values](#)

[Read about our strategic aims](#)

---

## **1 General**

---

Cyrenians has an ambitious plan to develop its services which support people to gain the confidence, skills, qualifications and experience to lead a healthy working life. We deliver a range of services focused on young people who face barriers to employment, training and further education.

Key to Potential Falkirk service provides holistic, person-centred support, to help young people coming up to school leaving age to progress into further education, training, or secure employment. This new service in Falkirk and mirrors the Key to Potential service in Edinburgh that has run for over 10 years.

Using an outreach approach, the post holder will provide key work, careers guidance and tailored support to young people identified by their school as at risk of leaving without a positive destination, likely to be struggling to engage with mainstream curriculum and have experienced disrupted attendance.

You should be experienced in working with vulnerable young people (15 – 19) and have the ability to build excellent working relationships; and be positive, creative and flexible in delivering support.

Cyrenians requires all staff to be flexible in their approach and willing to help meet the aims of the charity, and those who use our services, in whatever circumstances arise. We expect all staff to display care, respect and a non-judgmental approach, being prepared to work tenaciously and imaginatively towards successful outcomes.

---

## **2 Tasks and Responsibilities**

---

### **Provide excellent one-to-one support to young people**

- Work alongside colleagues in schools and voluntary sector to identify and engage with young people who will most benefit from Key to Potential.
- Produce personal plans for all young people which are regularly monitored
- Provide regular and good quality key work based on Cyrenians' Key Worker Practice Model (Egan's Skilled Helper model)
- As a lone worker carry out home visits and accompany young people to meetings and appointments that will help them to move closer to employment, training or education goals set in their action plans e.g. CVs, interviews, work experience opportunities, college applications.
- Liaise with other agencies including schools 16+, Skills Development Scotland, NOLB and other post school services.
- Support young people to progress along the strategic skills pipeline by referring them on to next stage activities and opportunities.

### **Work with partner agencies, to recruit young people for Key to Potential and establish positive progression routes**

- Work with young people to establish which opportunities are most appropriate and desired.
- Develop close relationships with key individuals within the target schools and ensure they fully understand the service that we're offering
- Liaise with partners to set up and manage placements – ensuring health and safety and risk assessment regulations are adhered to.
- Support young people who need additional one-to-one assistance.
- Encourage young people to make informed decisions about next steps and support their progression.

### **Line management**

- Provide line management to keywork staff in line with Cyrenians HR policies and processes
- Work with the Service Manager and colleagues to ensure the rota is adequately covered at all times.

### **Measuring and Valuing**

- Ensure all Cyrenians' monitoring and reporting systems are embedded into the service and maintained
- Work with the Service Manager to develop a robust reporting system for KPIs
- Participate in learning/training associated with monitoring and evaluation
- Ensure funder outcomes are met and reporting deadlines are met.

### **Planning**

- Work closely with the Service Manager to implement the annual service planning cycle

- Promote continuous service improvement and best practice in working with visitors
- Develop and work within service policies and procedures
- Contribute to discussions about the development of wellbeing support within Cyrenians

**Participate in all aspects of the management and monitoring of the service.**

- Participate in service planning meetings and reviews.
- Maintain an individual work plan that is consistent with the overall service plan.
- Ensure the team follows all Health and Safety policies and procedures at all times
- Participate in Annual Review and regular supervision sessions.
- Undertake training which is appropriate to the project’s needs.
- Undertake other tasks as required by the Service Manager.

---

### **3 Person Specification**

---

<b>Knowledge and Experience</b>	
Experience of working directly with young people disengaged from school/youth settings in participatory and inclusive ways	Essential
Experience, or understanding of, mental health issues in young people	Essential
Experience of providing supportive line management	Essential
Ability to establish good professional working relationships with a range of partners and stakeholders	Essential
Knowledge/experience of 16+ and post-school options for school leavers, e.g. NOLB, training, college and employment and understanding of the Scottish education system	Essential
Ability to maintain administrative systems and excellent digital skills	Essential
Experience of lone working, outreach and home visiting support for young people and families	Desirable
Driving License	Desirable
Qualification in Careers Guidance, Community Education, Community Arts or Youth Work or suitable level of experience in delivering Key Work	Desirable
An understanding of barriers faced by young people including poverty, neurodiversity, care experience, criminal justice	Desirable
<b>Values and attributes</b>	
Conscientious, practical, committed and hard working	Essential
Patient, flexible and respectful	Essential
Ability to relate to and communicate with young people who feel excluded and marginalised	Essential
Ability to use own initiative and organise own workload	Essential

---

## 4 Terms & Conditions

---

<u>Employer:</u>	Cyrenians
<u>Line Manager:</u>	Service Manager
<u>Liaison with:</u>	Cyrenians Learning & Work Team and external referrers
<u>Workplace:</u>	Falkirk
<u>Working Hours:</u>	Full time, 37 hours per week
<u>Annual Leave</u>	25 days plus 10 public holidays pro rata
<u>Salary:</u>	£27,653 - £30,380 per annum (scale points 25 to 28)
<u>Pension:</u>	Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 5% employee and 3% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%)
<u>Funding:</u>	Funding has been confirmed for 2 years
<u>Job start date:</u>	1 <sup>st</sup> August 2023
<u>Disclosure:</u>	PVG scheme membership required

---

## 5 Application deadline and Interview dates

---

<u>Closing date:</u>	Closing date is 12 noon on 31 <sup>st</sup> May 2023
<u>Interview date:</u>	w/c 5th June. Interviews will be held at our offices at Arnotdale House to be confirmed
<u>Stage 2 date:</u>	to be confirmed

Please refer to the Recruitment Information leaflet for further information on completing and submitting your application form.

Further information can be found at [www.cyrenians.scot](http://www.cyrenians.scot)