

## Move On

**Job Description**

**Job Title: Development Worker (Employability)**

**Responsible to: Assistant Manager**

**Location: Move On Fareshare Glasgow and West of Scotland Depot, Whiteinch, Glasgow and Move On Glasgow St Enoch Square Office.**

**Salary: £ 22,670 to £26,300 It is Move On policy to start on point one of the salary scales.**

**Hours:** **35 hours per week** to be worked flexibly – will include office hours (Monday to Friday 9am – 5pm), some evenings and weekends.

**Main Purpose of Job:**  Development Worker

FareShare works with the food and drink industry to save good quality surplus food from going to waste and distributes it to organisations working with the most vulnerable people in the community. The Fareshare, Glasgow and West of Scotland depot (FSGWS) operates a full-time staff team as well as volunteers.

We are looking for a Development Worker to lead and develop the delivery of our range of employability programmes. The role will support young people and adults to access and sustain an integrated employability programme, gaining practical work experience, skills and vocational training, including SQA qualifications.

Move On offers:

* 25 days annual leave and 9 bank holidays for the first 2 years of service, increasing to 28 days and 9 bank holidays after 3 years; (pro-rata for part-time staff)
* Flexi-time;
* Option to buy additional annual leave;
* Annual personal volunteering day for staff;
* Individual training allowance and commitment to CPD;
* TOIL system.

**Key Functions and Responsibilities:**

* Delivery and development of Move On’s accredited employability training programme to young people and adults;
* Delivery of employability training and programmes aimed at Move On volunteers;
* Co-ordinate training for adult trainees in paid placement programme;
* Supporting young people to complete vocational training and work experience in Move On’s Fareshare Glasgow and the West of Scotland social enterprise;
* Establish good external relationships and develop links with statutory and voluntary organisations to promote and develop all of Move On’s services;
* Complete case recording, monitoring and evaluation using various case management systems and databases;
* Ensure that the safety and welfare of individuals are protected in accordance with Move On’s safeguarding policies and procedures;
* Liaise with other agencies and practitioners to ensure an integrated approach for all individuals receiving the service;
* Participate in team meetings, regular support & supervision and training;
* Undertake any other duties or tasks which may be reasonably considered within the remit of the post.

**Creativity:**

* Shaping and delivering services – ability to provide a flexible response to the changing needs and circumstances of individual accessing programmes;
* Supporting volunteers to play a positive role, imparting valuable information and experiences to people to support their transition towards independence;
* Working alongside the Assistant Manager and Mentoring and Employability Manager to generate and implement ideas for improving service delivery and achieving positive outcomes;
* Understanding and working within the ethos of ‘helping people to help themselves’.

**Key Relationships:**

**Internal:**

* Development Workers
* Assistant Manager
* Wider Move On staff teams
* Mentoring and Employability Manager
* Volunteering Manager
* Trainees and students on placements
* Volunteers

**External:**

* Young People
* Family members/caregivers of young people as appropriate
* Specialist support providers such as Social Workers
* Schools staff
* Community-based projects and other service providers



**Move On**

**Development Worker**

**Person Specification**

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|  | ***Essential*** | ***Desirable*** |
| ***SKILLS***  ***AND***  ***QUALITIES*** | * Awareness of barriers for adults experiencing long-term unemployment; * Awareness of employability barriers young people face as well as the employability landscape; * Awareness of Scottish Qualifications Framework * Educated to degree level or equivalent qualification and/or experience * Ability to communicate with and effectively support a young person on a 1-2-1 basis; * Experience of working with people in a group setting including delivering employability and accredited training and information sessions; * Competent IT skills; * Ability to work well on own initiative and as part of a team; * Awareness of the importance of upholding professional boundaries when working with people; | * Ability to work well under pressure; * Awareness of the benefits of volunteering and how to positively support volunteers in their roles; |
| ***EXPERIENCE*** | * Experience of working with young people; * Experience of providing employability support with an understanding of the employability landscape in Glasgow; * Experience of supporting young people into employment, training or education; * Experience of facilitating group work and/or delivering accredited training/information sessions; * Experience of working with adults who have experienced addiction; * Experience of working with socially excluded or disadvantaged groups; * Experience of using a person-centred approach to service delivery and development; * Experience of data collection and recording; * Experience of working with/liaising with statutory agencies, specialist support and wider third sector organisations; * Experience of using basic financial procedures including accurately processing expenses incurred as part of mentoring and training; * Experience of co-ordinating projects and evaluation processes. | * Experience of managing and supporting volunteers; * Employer engagement; * Experience of delivering vocational qualifications; * Experience of working in a warehouse environment providing employability support; * Experience of partnership working |

**Please refer to web site for information on Move On**

[**www.moveon.org.uk**](http://www.moveon.org.uk)

**Closing Date Monday 5th June 2023**

**Please send a C.V with covering letter to india@moveon.org.uk**

The post is subject to PVG disclosure.