

## Job description

### Key Worker

### No-one Left Behind Stage 1 (East Edinburgh)

Part time (14 hours per week)

#### This is a new post

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](#)

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## 1 General

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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.

The No-one Left Behind (NOLB) Stage 1 project provides holistic, person-centred support, to help young people who are at the earliest stage of the employability pipeline. The aim is support those leaving school in East Edinburgh without a positive destination to help them progress into further education, training, or secure employment. This provision is currently known as Activity Agreements and for most this is the first step into the adult world of work. This service is a continuation of Cyrenians' 'Key to Potential' project that has run for over 10 years in Edinburgh.

Using an assertive 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, may have struggled to engage with mainstream education or have disengaged from school completely.

You should be experienced in working with vulnerable young people (aged 15 to 18); have the ability to build excellent working relationships; and be positive, creative and flexible in delivering support. You should also be able to

demonstrate our values of compassion, respect, integrity and innovation in the work that you do.

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.

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## **2 Tasks and Responsibilities**

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

- Work alongside partners in schools and voluntary sector agencies to identify, and engage with, young people who will most benefit from NOLB keywork.
- Produce, and regularly review, personal action plans for all the young people you work with (with their input)
- Provide high quality keywork 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 the goals set in their action plans e.g. CV skills, interviews, work experience opportunities, college applications.
- Liaise with other agencies including schools, 16+, Skills Development Scotland and other post school services.
- Support young people to progress along the Edinburgh strategic skills pipeline by referring them on to next stage activities and opportunities (Joined up For Jobs, Edinburgh Strategic Pipeline Provision 2022- 2025)

### **Work with partner agencies, to recruit young people for NOLB Stage 1 and establish positive progression routes**

- 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 to identify opportunities most relevant to their action plans and goals.
- Support young people who need one-to-one assistance.
- Empower young people to make informed decisions about next steps and their progression.

### **Measuring and Valuing**

- Ensure all Cyrenians' monitoring and reporting systems are maintained
  - Manage own workload to ensure that regular time is in your calendar for recording the work being done
- Participate in learning/training associated with monitoring and evaluation
- Work with the Senior Keyworker to ensure funder outcomes and reporting deadlines are met.

## **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.
- Participate in annual review and regular supervision sessions.
  - Identify personal development opportunities
  - Participate in reflective practice
- Ensure that you follow all Health and Safety policies and procedures at all times
  - Ensure risk assessments are completed for home visits, and all activities involving young people
  - Follow lone working and out of hours reporting procedures
- Undertake training which is appropriate to the project's needs.
  - Complete assigned in-house eLearning training courses
- Undertake other tasks as required by the Service Manager.

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### **3 Person Specification**

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<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
Ability to establish 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 EMA payments	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 and access to own vehicle	Desirable
Qualification in Careers Guidance, Community Education, Community Arts or Youth 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
Positive thinker and creative problem solver	Essential
Patient and respectful	Essential
Ability to relate to and communicate with young people who feel excluded and marginalised	Essential
Flexibility and team work	Essential
Ability to use own initiative and organise own workload	Essential

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## 4 Terms & Conditions

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<u>Employer:</u>	Cyrenians
<u>Line Manager:</u>	Service Manager
<u>Liaison with:</u>	Cyrenians' Skills and Development Team and external referrers
<u>Workplace:</u>	Edinburgh
<u>Working Hours:</u>	14 hours per week
<u>Annual Leave</u>	25 days plus 10 public holidays (pro rata)
<u>Salary:</u>	£23,997 - £26,834 pro rata (scale points 20 to 24) This equates to £9,080 per annum for a 14-hour week at SCP20
<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>Disclosure:</u>	PVG scheme membership is required

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## 5 Application deadline and Interview dates

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<u>Closing date:</u>	Closing date is 12 noon on Monday 18 March 2024
<u>Interview date:</u>	First interviews will be held on Thursday 28 March at our Edinburgh offices
<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)