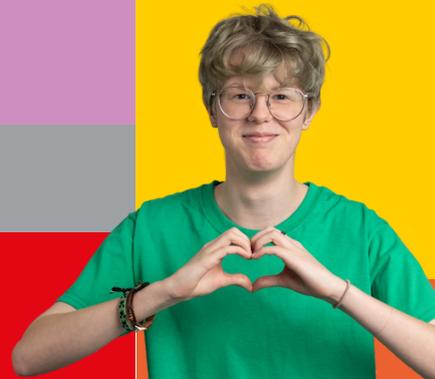


THE LARDER

Progressions Co-ordinator INFORMATION PACK



The Larder West Lothian
Registered Charity SC042554
Company Number SC404466
www.thelarder.org

**Fighting Poverty and Hunger
with Dignity.**

**We recognise that education is
critical and food is empowering
in supporting disadvantaged
people to transition from
surviving to thriving.**

**We solve tomorrow's problems,
today.**

ABOUT THE LARDER

The Larder is committed to creating a more equal and just Scotland through the alternative economic model of social enterprise and calling for a Scotland without poverty, where everyone has the opportunity to achieve their full potential and the right to food is enshrined in Scots law.

We are a social enterprise that combats poverty and hunger, through 4 key strands:



01. TRAINING

for young people and adults who experience complex and multiple barriers to reaching their full potential.



02. SOCIAL FOOD

providing dignified responses to food insecurity and making sure no-one in West Lothian goes hungry



03. ENTERPRISE

projects that create solutions to social problems, improving life chances, the creation of living wage jobs and generating surplus to support the charitable aims of the organisation.



04. CAMPAIGNING

working with other charities to call on Governments for systemic changes that will eradicate poverty in Scotland .

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It is our mission to empower the most disadvantaged children, young people, adults and communities to improve their life chances, through access to learning and good food.

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MISSION

OUR VALUES

We live and breathe the values of Transformation, Compassion, Collaboration, Honesty and Quality, embedding these into every aspect of our organisation.



TRANSFORMATION

We believe in the power of learning and food to create change for individuals



COMPASSION

We make every effort to understand the feelings and emotions of every one of our beneficiaries.



COLLABORATION

We recognise the importance of working with others to achieve change



HONESTY

We act with honesty in leadership, decision making, policies and practice



QUALITY

We provide high quality services supporting those most vulnerable in society.

ROLE PROFILE

CashBack: Community Connections is a partnership project in West Lothian supporting young people at risk of offending, that will address three identified gaps in local justice provision:

- 1.Preventing offending behaviour including very early intervention prior to charge
- 2.Providing longevity in service support, when needed, for high-tariff young people already receiving support from youth justice but requiring a sustained, comprehensive intervention to support them through their complex journey to case closure
- 3.Provide support for young people due for release from custody

It offers needs led holistic one-to-one and group work support for young people between the ages of 10 and 25, who are involved in offending behaviour or at risk of entering the Youth Justice system in the future and their families.

The project is led by trauma-trained staff, focussing on reasons for offending, behaviour, promoting consequential thinking, working around restorative justice and the impact of Anti-Social Behaviour and criminal behaviour on victims and the wider community.

Activities include skills for life and work, volunteering, health and wellbeing and employability support and is co-designed through each persons 'programme for change',creating positive connectedness to others in their lives and their community.

The Larder and their partners Youth Action Project, Project Scotland and West Lothian College are recruiting an experienced and dynamic Youth Worker to join the team on a full time basis to support the growth of the project. The post holder will deliver one to one and group work sessions across the whole project but will have a focus on the progression pathway of each young person, based on their needs and interests.

This is a new post and may require some evening and weekend work to meet the needs of the individual and their family.As part of the delivery team the successful candidate will support progression routes out of the project for each young person. This will involve fostering positive relationships with colleagues, young people, their families and a range of organisations, in the public, private and third sectors - offering progression options

As a member of the CashBack team you will be reliable, enthusiastic and capable of positive interaction with all stakeholders and colleagues. You will have excellent communication skills, and able to engage with our learners in an empathatic and professional manner.

Experience of working with young people in a youth work or employability setting is essential as is a willingness to participate in further development in the post.

The post is for 37.5 hours per week and we are looking for someone who can drive and has their own transport due to the nature of the role.

The post is rewarding and you will be part of a wider team that includes training and support staff based in various locations and across 4 organisations, The Larder, Project Scotland, Youth Action Project & West Lothian College.



JOB DESCRIPTION

Key responsibilities:

1. Support young people to be able to identify risk behaviours
2. Contribute to 1:1 and group life skills, employability and personal development workshops for young people and their families, including siblings and parents/care givers.
3. Support young people to gain qualifications.
4. Develop and maintain partnerships with referral agencies, employers, training providers and colleges in order to secure suitable opportunities for our learners.
5. Contribute to the management of all work experience opportunities.
6. Shared responsibility for each participant's progression into employment, education or training.
7. Network with external organisations such as colleges, job centres, careers centres, employers, community groups and other relevant organisations to source and secure employment, education and/or training opportunities.
8. Shared responsibility for the collection of data to support monitoring and evaluation of the project, its objectives and outcomes
9. Share responsibility for health and safety, ensuring that risk assessments are carried out on all venues in which the activity takes place and that health and safety procedures and policies are adhered too.
10. Promote the project at every opportunity to the wider community.
11. Participate in team meetings.
12. Any other duties as indicated by line manager

Managing Self

- Time manage self and be able to balance conflicting demands and tight deadlines
- Work with the Director of Training to put in place a CPD plan. Take ownership of the CPD plan and ensure that it is implemented and regularly reviewed
- Work closely with colleagues to ensure full use of available skill sets
- Develop personal networks and ensure that key members of this network are aware of the benefits of networking with the project and its partners.

Undertake other duties that may be required to ensure effective and efficient operation of the project. This role will involve engagement with, supervising, working with and/or being in sole charge of children and young people. The successful applicant will therefore be required to apply for a Disclosure Scotland Protecting Vulnerable Groups (PVG) Scheme record check. The PVG Disclosure is an impartial and confidential document that details an individual's criminal record and where appropriate gives details of those who are banned from working with children.

Standard Responsibilities for all positions in The Larder

- Participate in any staff review/performance management processes involving the identifying and meeting of training needs for self and others.
 - Take appropriate responsibility to ensure the health and safety of self and others.
 - Pursue the achievement and integration of equal opportunities throughout all activities.
 - Undertake any other tasks and responsibilities appropriate to the level of this post.
 - Comply with all CashBack policies and procedures
 - The Cashback project is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share and promote this commitment.
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To apply for the post, please send a tailored CV and covering letter to the post to recruitment@thelarder.org

The covering letter should be no more than one A4 side and should set out why you want to work with The Larder, expanding on the specific skills that you would bring to the post and how they connect with our values.

The Larder is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, therefore the successful applicant will be asked to undertake a PVG Disclosure application.

- 29 days leave (inclusive of public holidays)
- 2 Health and Wellbeing days each year
- Company pension contribution of 3% (under review)
- Company sick pay scheme
- Opportunities to shape the future work of the organisation

Requirements	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> Educated to at least HNC level in Youth Work, employability or equivalent
Knowledge and Experience	<ul style="list-style-type: none"> A minimum of 2 years experience of working in youth work, employability or youth justice setting Developing positive pathways for young people Developing strong networks that support young people to be the best version of themselves on a daily basis Experience of appropriate Microsoft IT systems 	
Skills	<ul style="list-style-type: none"> Excellent verbal and communication skills Project monitoring and evaluation 	<ul style="list-style-type: none"> Possess excellent networking skills Awareness and understanding of barriers to employment and initiatives to support personal growth and progression
Personal Attributes	<ul style="list-style-type: none"> Demonstrates enthusiasm, confidence and pride in others abilities Hold a current clean driving license and have access to own transport 	

THE LARDER

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