

JOB DETAILS

Job Title: Project Coordinator (Rite to Work)	Salary: c: £28500 (Job Family 2) F/T Role (35 hours per week)
Reporting to: Rite to Work Operations Manager	Contract Term: Permanent
Location: Home based/office-based Edinburgh	Date: April 2024

Background on WorkingRite:

WorkingRite has been delivering a work-based mentored training programme for hard-to-reach young people across Scotland for nearly two decades. Our model is built on creating a one-to-one mentoring relationship between a trainee and an adult working mentor, selected from within the workforce of a local business - any kind of business. We also work throughout schools in Scotland, offering support to selected young people as they transition from the school environment.

Our work is with young people from challenging situations, who have not engaged with school. We currently have a staff of 13 project co-ordinators, each of whom supports between 20 and 30 young people a year into these mentored work placements and then on to jobs and apprenticeships. That's around 300 a year. At the same time the complexity of the barriers faced by our young people has also increased meaning our support is hugely in demand. We expect to grow the number of young people we support year on year going forward.

Our strategy is to work with young people **earlier, in more depth and for longer.**

Earlier: reaching young people earlier in their lives and providing access to a vocational pathway while in the S4 year at school (Rite to Work programme)

More depth: more in depth support for the young people that have already left school. More flexible lengths of participation, multiple placements where necessary, community level partnership work to explore the needs of the wider family (WorkingRite programme)

Longer: every young person that achieves a destination through a WorkingRite programme will have the option of being matched with an adult, volunteer mentor to help them navigate the transition into working life – and beyond (On Your Side Mentoring programme)

Additional background information on WorkingRite

Over the last few years WorkingRite has worked hard to diversify our funding mix and have recently secured significant investment that will see us grow our work across the country. We have also recently appointed a new CEO who has a vision to see us increase our work in the 5 local authorities we already work in and expand into new areas of Scotland where the needs of young people are greatest.

All this means it is a very exciting time to be joining WorkingRite.

Additional background information on Rite to Work

It has long been an ambition of WorkingRite to start to reach the young people we support earlier, i.e. before they leave school. For 16 year-old school leavers who did not succeed at school academically and are put off by the idea of college or any kind of classroom training, the availability of support to achieve a working adulthood straight from school is illusive. It is to plug that gap in the system that Rite to Work was set up to fill.

We have already successfully piloted the Rite to Work model in Kilmarnock and Edinburgh with strong partnerships in place. In Kilmarnock over the past 3 years, we have supported over 70 young people from five schools via Rite to Work with over 75% achieving a job, apprenticeship or a vocational college course. In Edinburgh, in the 2021/22 academic year we launched a pilot with eight of Leith Academy's most disengaged S4 pupils and achieved positive destinations with seven. The next year Castlebrae Community School in Craigmillar joined. Both schools have now embraced the Rite to Work model and seen over 70% achieve positive outcomes.

Tracey Goslan: 07741905253 | info@workingrite.co.uk | www.workingrite.co.uk

Registered Office: Unit 1, 1a Northinch Court, Glasgow, G14 0UG

WorkingRite is a registered charity in Scotland no: SC042604 | Company no: SC343819

Trustees: Karina Good (Chair), Ashley Topping, Sara Cook,
Maggie McGeary, Karen Lothian, Euan Chisholm, Rebecca Pierce

In the last year word of our success has spread with schools from across many local authority areas expressing interest. In Argyll a new Rite to Work project has been established with Lochgilphead Secondary School and is currently producing similar positive outputs with eight of their most disengaged S4 pupils.

We have now been successful in securing a major investment to support the roll out of Rite to Work into new local authority areas across Edinburgh, Glasgow and Aberdeen. We are now committed to launching a further nine Rite to Work projects in new schools across these areas over the next three years. This new post will help us deliver and grow the impact of Rite to Work in Edinburgh for generations to come.

Employee Benefits:

Our employee benefits reflect our culture which is built on an approach of full flexibility with accountability, and designed to help you make your most positive contribution. We offer Flexible Working by Default (allowing you to agree a work pattern with your line manager that works for you from the start of your role), annual leave you can flex around bank & school holidays, Employee Pension scheme, Life Assurance, and Employee Assistance Programme. We are also open to discuss job share applications.

Diversity & Inclusion:

WorkingRite welcomes all applicants and are keen to ensure our team reflects the diversity of Scotland and the communities we support. We encourage applications from disabled, LGBT and Black, Asian and Minority Ethnic backgrounds, along with candidates with any protected characteristics and from disadvantaged groups.

Role Purpose:

To support young people aged 15–24 by delivering WorkingRite's mentoring and employability programmes across the Edinburgh area.

- Your primary role will be to deliver the Rite to Work programme for selected secondary school pupils, in partnership with participating schools
- As part of the Edinburgh team, you will be available to provide back-up support for WorkingRite's main mentoring and employability programme for young people who have already left school
- You will implement, develop, and manage operational and contractual activity, in line with WorkingRite's organisational objectives and financial targets.
- The role may involve supporting or travelling to other areas across Scotland as required by WorkingRite.

Key Responsibilities:

The post holder will be responsible for:

1. In partnership with each school, recruiting sufficient numbers of young people (selected from S3/S4/S5 years), and assessing their suitability for the Rite to Work programme.
2. Establishing and maintaining good relationships with key school staff: ranging from pupil support, house heads, year heads, and other relevant staff and agencies within each school.
3. Establishing and maintaining good communication with the young people's families and key carers.
4. Delivering our Rite to Work programme (following the Rite to Work Framework), in small groups in community venues throughout the full S4 academic year.
5. Delivering a range of wellbeing activities, regularly charting each young person's personal development, and providing group and individual emotional support as required.

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6. Preparing young people for entering the world of work by delivering accredited SQA and other training; providing one-to-one coaching; facilitating learning in groups; and any further training relevant to their progression into full time employment and/or apprenticeships.
7. Identifying and engaging with local businesses capable of providing mentored and supported work placements for the Rite to Work young people after their school leaving dates.
8. Establishing and managing comprehensive records to meet the requirements of the funders, record the young people's journeys, and to gather evidence of impact.
9. Completing contractual and accredited body compliance forms to a standard required by WorkingRite.
10. Monitoring and administering the project's budget and ongoing expenditure.
11. Preparing and presenting monitoring reports to the funding partners at regular intervals and attending periodic meetings with partners as required.
12. Promoting WorkingRite's mission, vision, values and range of programmes to schools, partner organisations, businesses and appropriate agencies, and producing promotional material and reports as required.
13. Ensuring health and safety checks and standards are in place with work placement providers
14. Maintaining an awareness of current Health and Safety Policy and taking responsibility for your own safety and the safety of other members of staff who may be affected by your acts or omissions at work.
15. Ensuring the maintenance of confidentiality as required by company policy and the Data Protection Act.
16. Affording equal opportunity and access to all users of the services and those involved in its delivery in accordance with the Equalities policy.
17. Undertake any other reasonable duties appropriate to the post as directed by WorkingRite

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PERSON SPECIFICATION

Essential

- Ability to self-start and successfully manage remote delivery projects
- Ability to take ownership of delivery and partnerships and communicate these effectively to key stakeholders
- Ability to work as part of a team as well as working on your own initiative
- Knowledge and understanding of employers, in particular small-scale contractors and businesses, and the ability to communicate with them at a professional level
- Knowledge and understanding of secondary schools and the ability to communicate with them at a professional level
- Experience of partnership working with multiple agencies to promote and deliver a quality service
- Ability to competently manage information and data using Microsoft Excel computer software.
- Knowledge of Health and Safety at work legislation, policies and procedures
- Excellent personal communication skills, including the ability to promote and sell the WorkingRite model; through networks both existing and created.
- Ability to deliver against targets with minimal supervision

Desirable

- SQA Assessor/Verifier Units
- Experience of delivering training in both formal and non-formal environments.
- Knowledge and experience of the small business sector and/or securing placements and opportunities for young people
- Volunteer activity with young people
- Experience of working with disengaged young people in groups or a 1:1 setting
- Experience in making a difference to the life of a young person
- Mentoring and coaching experience
- Experience/knowledge of employment regulations
- Experience or understanding of Salesforce or other Client Management System
- Full driving licence and use of own car

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