

# Youth Employability – Project Leader

## JOB DESCRIPTION

MAY 2024

### Overview

We're looking to appoint a member of staff into this role for a period of 12 months.

Salary is £32k p.a.(pro rata)

Location is a base at 454 Gorgie Road, Edinburgh, EH11 2RN with travel across Edinburgh.

Hours are 28 hours per week (part-time). Hours are flexible to suit the needs of the young people. Your contract will be Monday to Sunday between 8am and 10pm, but generally, we'll expect you to work two evenings a week and two weekends a month. We understand you have commitments and we'll agreed a working pattern that fits the project and you.

### Background

We've run Springboard for 2 years now and we're revised, learned and refocussed the project for the coming year.

This year the programme is about getting young people who are experiencing homelessness prepared to move into GOOD jobs. You'll listen to their hopes and help them make it a reality.

Moving away from course-based support, we're focussing much more on individual needs. You will work with 30 young people over 12 months and support them to find the confidence and develop the skills they need to have a fulfilling future. This might be a work placement, a volunteering experience or some vocational qualifications.

The role is four days / 28 hours a week and you'll work closely with our Volunteer Co-ordinator (17.5 hours) to deliver the project. The programme will be overseen by the CEO who will support the development of work placement and volunteering opportunities and ensure organisational buy in. External professionals will deliver some key learning opportunities and Social Work students on placement will assist with the one-to-one support and support volunteering placements.

You'll be responsible for creating our own internal pipeline of employability from building confidence; gaining qualifications; a volunteer placement; and a work experience. Alongside this you'll work with our own accommodation services to support young people to understand budgeting, living independently and managing relationships.

You'll identify young people from our own services and other similar services across the city. You'll meet with them, find out about them and talk about what you can offer and what they can expect from the programme. You'll find out the types of jobs they want to do or experiences they'd like to have, and you'll work with the Volunteer Co-ordinator to arrange volunteering in

our social enterprises and with the CEO to arrange work placements with employers across Edinburgh.

## How you will work

We know the young people we work with are resilient, but lack confidence; are able, but might lack motivation; want to do well, but are not sure how.

You'll start off with 1-2-1 sessions and create a plan for where that young person wants to get to by the end of each month. It might be they are ready for work straight away and we support them to apply and prepare for jobs. It might be they need a bit of confidence building and would like to meet a few times, or do some activities first. They may be keen to get qualifications and build their cv; or they might want to volunteer. Whatever they are ready for, you'll be there to help them.

If you think the sky is the limit for young people experiencing homelessness and you're prepared to be innovative and creative and work with the young people to help them out of homelessness, out of poverty and into a good job... this is the opportunity for you.

## The person we're looking for

- has unconditional positive regard for young people, believes in them and will support them
- easily engages with young people and can build strong relationships
- is boundaried and consistent in their work with young people
- is energetic and encouraging and out and about with young people
- is comfortable working across services and with different people
- records accurate information and can demonstrate progress and impact
- understand young people with significant trauma and has high hopes for their future
- can anticipate and support young people who might find the programme challenging, and can flex to accommodate their engagement style and rate of progress
- is comfortable promoting this service internally in Four Square and externally with our partners
- can manage a caseload of up to 30 over 1 year and manage time well
- happy to work evenings and weekends around young people with college and other commitments
- is committed to deliver this programme of work.
- can manage and allocate a £12k budget for project costs to support young people to attend and to engage.

## Essential skills/experience

- you'll have experience of working with young people, particularly around young people experiencing mental health issues, trauma and homelessness
- you'll be SSSC registered
- you'll have SVQ level 2 in social care, or equivalent, or working towards

- you'll have a good understanding of the picture of homelessness across Edinburgh
- you'll have drive and vision, be organised and prepared to think differently about opportunities for young people
- you'll understand impact and record and report each individual's progress accurately