



# Project Worker “Upstream” West Lothian

Join our mission to end youth homelessness in Scotland!

For over 30 years, we have been dedicated to **preventing youth homelessness** and supporting young people in building better futures.

JOB PACK

Rock Trust aims to ensure that every young person in Scotland has access to **expert youth specific services** to assist them to avoid, resolve, and move on from homelessness.

We work to ensure that **the public, policy makers, commissioners, and practitioners understand the issues**, make decisions, and take actions which will help us end youth homelessness.

LAST YEAR WE HELPED

**1,129**

young people avoid or move  
on **from homelessness**



*Kate Polson,*  
Rock Trust CEO

As well as providing routes away from homelessness and into secure housing options, we also support young people with their mental health, employability and independent living skills.

Every young person is different and no single version of support is appropriate for every person.

We want to prevent young people experiencing homelessness at all, but where this isn't possible, we're determined to make sure that any experiences of homelessness are brief and non-recurring.

## *What is it like to work at Rock Trust?*

Rock Trust is an ideal workplace for individuals who are looking to be inspired and motivated by their day-to-day work. Whatever your role, Rock Trust is a place for people to bring their true selves and build authentic, genuine relationships with co-workers, volunteers, partners, supporters, and young people.

# Safety Fairness Respect Positivity

These values exist for our staff, volunteers and the young people we work with. They underpin everything we do, including how we measure success and reflect on our work.

When we interview new potential colleagues we always ask them to talk to us about these values and their personal relationship to them. This really helps us get to know people, and see how they might fit into Rock Trust. Crucially, we've had feedback that it also helps break the ice and show people what working at Rock Trust is like because of what is important to us.

Working for Rock Trust is my first experience of working in the voluntary sector and I really appreciate being part of an organisation that puts its values into practice. The welfare of the young people we support really is at the heart of all we do.

I am a Team Leader, and the role is far from easy, but I never dread going to work because Rock Trust understands the importance of recruiting the right people and we have a supportive and compassionate team.

**Alison**, Team Leader in Fife





## What do we offer to our staff?

We take pride in fostering inclusivity within our organisation, building on everyone's strengths and collaborating effectively. By investing in and supporting our teams, we ensure the best outcomes for the young people who need us.

- Flexible working
- Wellbeing day
- TOIL
- Increase in your annual leave entitlement each year
- Annual Leave purchase scheme
- Employer Pension Contributions (6%)
- Enhanced Maternity, Paternity and Adoption Leave
- Talent Development
- Core and individual training opportunities
- Life Assurance of 3 x your annual salary
- Employee Assistance Programme (EAP)
- A funded Social Committee
- Cycle to work scheme
- £50 eye care voucher every 2 years
- Interest free train season ticket loans



I have had many jobs over the years, but I can safely say this is one of the friendliest and most supportive environments I have worked in. The Rock Trust is a very welcoming place to be, and I feel very fortunate to work alongside the people I do.

Being able to work flexibly has been a huge perk for me. It has allowed me to fit in other commitments I have outside of work.

**Danny, Edinburgh Youth Housing Hub Lead**

## Our teams

- Senior Management Team
- People and Business Support Team
- Finance Team
- Communications and Fundraising Team
- Properties and Facilities Team
- Services | Edinburgh, East Lothian, and Midlothian
- Services | Perth
- Services | West Lothian
- Services | Glasgow
- Services | Fife
- Services | Upstream Scotland



I can honestly say that I work with some of the kindest, most dedicated, and most supportive people at Rock Trust. Across all departments, everyone's thoughts and ideas are always valued and welcome.

Joanne, Partnerships Lead



## Job description

**Job Title: Project Worker – Upstream (School based prevention service)**

**Contract: Permanent. 35 hours per week**

**Location: Hybrid working between office and schools within the West Lothian area**

**Salary: 25,295.92 - 28,487.30 per annum (depending on experience)**

### **Mission Statement**

Our long-term vision is to end youth homelessness, our more immediate mission is to ensure that every young person in Scotland has access to expert youth specific services to assist them to avoid, survive and move on from homelessness.

### **Context**

This exciting and new role within the Rock Trust involves contributing to the new National Upstream project (homelessness prevention model). Upstream is an innovative schools-based preventive model that utilises a universal screening tool to identify and support students at risk of homelessness. The role requires skills inclusive of excellent communication skills, the ability to establish and nurture key partnerships and relationships with stakeholders, work directly with young people to provide emotional and practical support on a 1:1 basis in schools, at home and/or within the community. Additionally, you will be digitally proficient in the use of Apps and IT with the ability to analyse and interpret data to identify young people who may require support, in collaboration with stakeholders.

**Reporting to**  
Service Manager

### **Responsibilities**

#### **Service Delivery**

- Participate in the service processes to ensure that all available places are filled appropriately and promptly with young people who require support.
- Actively and proactively coordinate and plan the provision of support for all young people assigned within Upstream, managing their diverse priorities and needs via robust support plan based on a personalised approach to individual need.
- Maintain regular and accurate cases notes, recording support provision and young people's progress.
- Assisting young people in building and maintaining a network of support at home, in school and within the community.
- Analyse results from statistical data gathered to determine the need for the service ensuring focus on those highlighted as most at risk.

#### **Service Development**

- Participate in operational planning and delivery of services across the organisation.
- Maintain links with individuals, groups, agencies and professional bodies within the voluntary and private sector.
- Participate in the gathering, processing and analysing of statistical data to support senior colleagues with the regular reviews and

evaluation of services.

- Promote and maintain an ethos that encourages service user involvement across the service.
- Assist the Service Manager in the preparation of publicity material provided by the Rock Trust in relation to the service.

### **Quality & Compliance**

- Contribute towards the maintenance of the systems in place for gathering and processing all relevant stats and information which seek to evaluate the effectiveness of the service and identify young people at risk.
- Ensure a thorough awareness, application and adherence to organisational policies and procedures to promote best practice.
- Be aware of the composition of the annual service budget and collaborate with the Service Manager to ensure a cost efficient service in line with the service needs.

### **Leadership & Development:**

- As part of the Upstream team, ensure effective and professional leadership and mentoring that promote the activities of Rock Trust to build a high performing organisation.
- Nurture a culture of respect, safety, positivity and fairness that allows our colleagues to thrive, take appropriate risks and learn from mistakes.
- Identify and make recommendations for improvement to contribute to the continuous operational improvement of the organisation.
- Maintain an up to date knowledge of relevant legislation, policies and best practice related to youth homelessness.

### **Other**

- To act in accordance with Rock Trust values.
- To undertake other duties in line with the role as required.

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the Rock Trust at any time after discussion with the post holder.

# Person specification

## Essential

- Practice and supervisory qualifications to enable registration with the SSSC as a 'Practitioner in a Housing Support Service'.

OR

- Significant vocational experience demonstrating development through involvement in a series of progressively more demanding work/roles – highlighting relevant transferable skills.

Plus:

- Experience of working within Health and Social Care.
- Working knowledge of trauma informed, person centred approaches.
- Experience of developing engaging and needs focused relationships with vulnerable groups.
- Able to manage competing demands and varying priorities to best meet the needs of young people and the service.
- Ability to travel across multiple locations based on the needs of the service.
- Ability to work independently and as part of a team.
- Excellent communication skills, including verbal, written and active listening with key attention to detail.
- Experience in using digital approaches to support, and be able to analyse and interpret data gathered, therein.
- Strong IT skills, including using Microsoft packages (Word, Excel, Outlook, Teams).
- Excellent ability to develop and nurture strong partnerships with confidence.
- Access to a car with Full UK driving licence.

## Desirable

- Experience in working within an Education setting.
- Experience and confidence in developing and delivering presentations to large groups.
- Experience of advocacy. Either on behalf of, or feeding into, a vulnerable persons support plan.



## Instructions to apply

1. Download and complete the three documents below:

- Application Form
- Equal Opportunities Form
- Criminal Convictions Declaration

2. Visit our vacancies web page.

3. Click “APPLY HERE” on the web page and upload the forms and declaration to our portal.

We will review applications daily and will be in touch as soon as possible if we'd like to invite you for interview.

If you would like to speak to someone about the role in more detail, or if you face any obstacles to completing an application, please get in touch.

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# Good luck!