

JOB DESCRIPTION

JOB TITLE: DEVELOPMENT WORKER

DEPARTMENT / SERVICE: LINK ACADEMY

This post will be based at LinkLiving's office in Kirkcaldy. The service also runs in Falkirk and Edinburgh. As part of this team, you will be required to deliver in all three areas, depending on the needs of the service.

PURPOSE OF THE JOB

To provide group-based and one-to-one support to children and young people. Our services cover areas of multiple deprivation where young people and families face a range of challenges. The Development Worker will support young people with a range of issues affecting their lives, such as social isolation, youth crime, anti-social behaviour, school-related difficulties, family problems, or poor mental health. You will support the young people to realise their goals and aspirations providing them with the guidance and practical tools to reach their full potential. The role will include providing guidance and support to parents/care givers.

VALUES

The postholder will be expected to demonstrate LinkLiving's core values of:

- Empathy (listen to and understand an individual's needs and circumstances)
- Respect (treat others the way they wish to be treated)
- Integrity (be honest and have strong moral principles)
- Caring (show kindness and concern for others)

MAIN AREAS OF RESPONSIBILITY / TASKS

- Deliver group work to young people including a range of accredited programmes
- Develop training for children and young people to address the issues affecting them
- Act as SQA Assessor and Verifier for the delivery of accredited programmes
- Ability to build positive relationships with children, young people and parents, adopting a trauma-informed approach
- Provide supervisory support to individual young people, setting realistic and achievable targets with them to enable progress against individual objectives using Dynamics (Client Management System)
- Develop partnerships with other agencies and training providers to identify, develop and progress opportunities for young people
- Actively include young people in the development and design of training programmes and materials
- Evaluate the impact of programmes to produce comprehensive reports for funders
- Manage a programme budget to ensure spending is within the agreed amount allocated to the programme
- Be actively involved in own learning and development to ensure best practice and understanding of current issues
- Liaise and promote the service with other agencies
- Identify opportunities for partnership working

RELATIONSHIPS

Internal

- Link Academy team
- Colleagues, including wider LinkLiving staff and Link Group business partners

External

- Young People and families
- Third Sector agencies
- Social Work
- Criminal justice team
- Schools/Colleges
- Employers
- Funders
- Partner Agencies
- SQA
- Employability Networks

You will comply with the Health & Safety Policy, reporting any matters of concern to the Health and Safety Officer, Representative or line manager. You will actively promote the Equality & Diversity Policy and practice in all aspects of the job role as it relates to colleagues, tenants, service users, contractors, consultants and external agencies.

ACCOUNTABILITY

This post is accountable to:

Kirsty McEwan - Link Academy Team Leader
Nicky Paton - Head of Practice and Participation

This post is accountable for: Young people and their families

PERSON SPECIFICATION

VALUES	ESSENTIAL	DESIRABLE
Empathy (listen to and understand an individual's needs and circumstances)	✓	
Respect (treat others the way they wish to be treated)	✓	
Integrity (be honest and have strong moral principles)	✓	
Caring (show kindness and concern for others)	✓	
QUALIFICATIONS	ESSENTIAL	DESIRABLE
Educated to SCQF Level 7 (HNC or equivalent)	✓	
SCQF Assessor and Verifier Qualification/ LD9-LD11 or willingness to work towards	✓	
KNOWLEDGE, SKILLS & EXPERIENCE	ESSENTIAL	DESIRABLE
A minimum of three years' experience in youth work in a professional capacity	✓	
Experience developing and delivering programmes to young people	✓	
Experience delivering SCQF programmes Level 3 to Level 6		✓
Experience of developing and delivering training to adults	✓	
A knowledge of mental health self-help resources and a commitment to their use	✓	
The ability to build positive relationships with young people using a trauma-informed approach	✓	
Experience in creating resources for use in training, including the use of digital resources	✓	
Experience in evaluating programmes of work using a variety of tools to record outputs/outcomes achieved	✓	
Experience with effective methods of sharing learning with both internal and external colleagues/agencies	✓	
Experience in building and sustaining partnerships	✓	
Understanding of current Scottish policies and challenges that young people and families are experiencing in Scotland	✓	
GENERAL/OTHER	ESSENTIAL	DESIRABLE
Excellent planning and organisational skills	✓	
Excellent communication skills, including oral presentations and written reports	✓	
A good knowledge of ICT	✓	
A "can-do" attitude and flexible approach	✓	

Full driving licence and access to car	✓	
Willingness to work in different areas as required	✓	
Evening and weekend work may be required	✓	

TERMS AND CONDITIONS OF EMPLOYMENT

Noted below is a summary of the general terms and conditions of employment of LinkLiving employees. Those quoted apply to full-time posts and part-time staff will be eligible to receive the same employment terms on a pro-rated basis. Employees on fixed term contracts are also eligible, subject to the restriction of their contract. An individual contract may determine additional terms particular to that appointment and employees should also refer to their own contract of employment.

Hours

Full-time, 37.5 hours per week, usually Monday to Friday, but requires flexibility around the needs of the service.

Contract

The post is fixed term for 12 months due to funding for a project.

Salary

Placement within the salary range will be dependent on a number of factors including skills and experience.

Progressing through the salary range will be determined by an assessment of individual performance against an agreed Job Plan and following a recommendation made to the Management Team at each performance year-end.

Insert Job Title Salary Range £28,536 - £31,310 per annum pro rata (dependent on skills & experience).

An Inflation-Related Pay Award is normally awarded annually in April.

Annual Leave

35 days pro rata per annum (including public holidays) rising to 38 days after completion of three years' service.

Pension

Link is required by law to automatically enrol eligible employees to its pension scheme. Auto-enrolment rates from 1 April 2019 are:

- Link: 5% of basic salary
- Employee: 3% of basic salary

Employees can opt to increase their contributions:

Employee:	4%	5%
Link:	6%	6%

Travel

LinkLiving will support eligible employees employed by LinkLiving and providing support to service users across a geographical area where a bus pass is the most cost-effective means of travel, with the cost of a monthly bus pass. Eligible employees can claim for the cost of a monthly bus pass through iTrent Self Service. Reimbursement will be made through payroll and tax and national insurance contributions deducted. Claims for annual bus passes will not be authorised.

Use of your own car for business mileage, where authorised, will be reimbursed at a rate of 45p per miles. LinkLiving adopts the Inland Revenue approved mileage rate system.

On-Call

Where an on-call rota is in place, a separate allowance of £20 will be paid per shift.

Time Back

There is a time back arrangement for additional hours worked in excess of the contracted hours.

Probationary Period

There is a 6-month probationary period, which may be extended to 9 months following consultation with individuals.

Support and Supervision

You will have regular support and supervision meetings with your line manager

Smoking

All Link group offices operate a NO SMOKING POLICY – you may have to work with service users who smoke.

Health Care Cash Plan

A non-contributory healthcare cash plan scheme (taxable benefit) for employees and children up to the age of 24 who are living at home and studying full-time. (Option to include partners at an additional cost).

Protecting Vulnerable Groups Scheme (PVG) Information for applicants who wish to work with Link

People who work on a regular basis with vulnerable groups will be required to join the Protecting Vulnerable Groups (PVG) Scheme. This Scheme replaces the Enhanced Disclosure Scotland checking process for organisations and it is a mandatory requirement of working within Link.

As well as strengthening safeguards for children, the PVG Scheme will improve protection for adults because, for the first time in Scotland, there will be a list of those who are barred from working with protected adults - there is already a list of those who are barred from working with children. A protected adult is a person, aged 16 or over, who receives one or more type of care or welfare service either regularly or for a short period of time.

People who work, on a regular basis, with vulnerable groups will join the PVG Scheme and from then on, their membership records will be automatically updated if any new vetting information arises. Vetting information is conviction information retrieved from criminal justice systems and nonconviction information held by the police that is considered relevant.

Link will meet the cost of any new PVG scheme membership or scheme record update.

For further information please refer to the disclosure Scotland website - <http://www.disclosurescotland.co.uk/pdf/protecting-vulnerable-groups-scheme.pdf>