

# THE LARDER

## PATHWAYS OFFICER INFORMATION PACK



The Larder West Lothian  
Registered Charity SC042554  
Company Number SC404466  
[www.thelarder.org](http://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 .

---

“

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.

”

**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

<b>Job Title:</b>	Pathways Officer
<b>Reports To:</b>	Chief Executive Officer
<b>Contract:</b>	Part Time - Fixed-term Maternity Cover Contract ending 30th July 2027
<b>Hours:</b>	16 hours per week (flexible, including occasional evenings/weekends)
<b>Salary Scale:</b>	£31,520.38 per annum pro rata
<b>Location:</b>	West Lothian (multi-site community delivery)

**Closing Date:** Tuesday 23<sup>rd</sup> June 2026

**Shortlisting Date:** Thursday 25<sup>th</sup> June 2026

**Interview Dates:** WC 6<sup>th</sup> July 2026 - Email with date & questions will be sent out in advance of interview

---

## About The Larder

The Larder West Lothian is a values-driven social enterprise and charity tackling poverty and inequality by empowering people through learning, skills development, and meaningful work opportunities. Central to our approach is a human-rights-based philosophy: every learner has the right to access high-quality training, to be treated with dignity and respect, and to realise their full potential.

We deliver Strengths based and needs led learning and vocational training across multiple sectors, including hospitality, health & social care and customer service and integrate this learning with our wider services, from community projects to social enterprise initiatives. This approach ensures learners gain confidence, practical skills, and real work experience while accessing the support they need to thrive.

Our training programmes are funded through a mix of grant-funded projects and contracts in schools, community settings, and with employers across West Lothian and wider Scotland. We measure success by positive, sustained outcomes, helping learners progress into meaningful employment, further education, or other opportunities that enhance their autonomy, wellbeing, and life chances.

Joining The Larder means being part of a passionate, values-led team committed to innovation, social impact, and creating learning environments where everyone can succeed – regardless of their background.



# JOB DESCRIPTION

## Role Profile

The Larder delivers a range of training, employability and youth justice programmes across West Lothian and other local authority areas, supporting young people and adults with complex barriers to move into learning, training, and employment. Delivery takes place in our Training Academies in Livingston, as well as in schools and community settings.

Our approach is strengths-based and human rights-informed, recognising that everyone's circumstances are different. We support learners to build confidence, develop skills, overcome barriers and progress into positive destinations. We value the dignity, rights and agency of every learner, including those with additional support needs and neurodiverse learners.

The Pathways Officer plays a key role in supporting learners aged 10-25 through The Larder's Pathways Hub, providing one-to-one and small group support to help them build confidence, develop life skills and move away from risk and harm. Working closely with partners including youth justice, police, schools and third sector organisations, the role helps coordinate positive pathways for young people.

This post is currently funded through CashBack for Communities and is embedded within The Larder's wider youth, training and family support offer, ensuring holistic and joined-up support.

This post is offered on a fixed-term basis to provide maternity cover and is expected to end on 30th July 2027.

## As part of The Larder team, you will:

### Learner Support & Pathways

- Act as a key worker for learners, providing consistent one-to-one support focused on wellbeing, engagement and progression.
- Co-produce personalised Pathway Plans with learners using strengths-based and SHANARRI-informed approaches.
- Build trusting, rights-respecting relationships with learners who may be disengaged from education, services or community life.
- Monitor learner progress against agreed targets, providing timely interventions to support retention, achievement and positive progression.
- Promote learner voice, choice and participation in shaping their support and next steps.

### Delivery, Engagement & Outreach

- Support and co-deliver group activities, workshops and hub-based sessions.
- Deliver outreach and community-based work in locations identified as high need.
- Support learners to access appropriate activities, training, mentoring, diversionary provision and wider services aligned with their goals.

### Partnership & Progression

- Work closely with partner agencies including Police Scotland, Youth Justice, schools, social work and third sector partners to coordinate support.
- Attend multi-agency meetings, case discussions and referral panels as required.

- 
- Support smooth, coordinated transitions between services, ensuring learners can access support without unnecessary barriers.
  - Develop and maintain constructive relationships with families, carers, schools, colleges, employers and other partners to support holistic learner progression.
  - Collaborate with the wider team to identify and secure safe, inclusive and meaningful placements, volunteering or employment opportunities aligned with learner aspirations.
  - Represent The Larder positively with nomination agencies, partners, funders and stakeholders, advocating for the rights and potential of learners.

### Safeguarding, Monitoring & Quality

- Maintain accurate and timely records, case notes and outcome data in line with organisational and funder requirements.
- Follow safeguarding procedures and contribute to risk assessments, safety planning and incident reporting.
- Contribute to monitoring, evaluation and continuous service improvement activity.
- Participate in appropriate team, reflective practice and standardisation meetings to ensure high-quality, consistent learner experiences.

### Values, Professional Practice & Team Working

- Work in line with The Larder's values of Transformation, Compassion, Collaboration, Honesty and Quality.
- Act professionally and ethically at all times, modelling trauma-informed and rights-based practice.
- Work collaboratively as part of a multi-disciplinary team, contributing positively to team culture and shared objectives.

### Leadership & Self Management

- Act as a positive role model, demonstrating professionalism, reliability, respect and a clear commitment to human rights in all interactions.
- Manage workload effectively, balancing caseloads, delivery responsibilities and reporting requirements.
- Engage in regular supervision and reflective practice, taking responsibility for ongoing CPD and professional development to strengthen practice.
- Share best practice and contribute positively to team development, embedding trauma-informed, solution-focused and rights-based approaches across delivery.
- Promote equality, diversity, safeguarding and wellbeing in all aspects of work, in line with organisational policies and values.
- Work flexibly across locations and, where required, evenings and weekends to meet the needs of learners and communities.

---

## **Staff Benefits:**

- 29 days leave (inclusive of public holidays) pro rata for PT roles
- 2 Health and Wellbeing days each year
- Company pension contribution of 3%
- Company sick pay scheme
- Opportunities to shape the future work of the organisation
- Access to company health and well being support
- Commitment to continued professional development

## **Role Details**

- PVG will be required for the role
- Full UK driving licence and willingness to use own vehicle for work travel when required

**To apply for the post, please send a tailored CV and covering letter to the post to [recruitment@thelarder.org](mailto: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.**

**Please note this is a fixed-term maternity cover position.**

Requirements	Essential	Desirable	Method Of Assessment
Qualifications/ Training	<ul style="list-style-type: none"> <li>• Relevant qualification in Youth Work, Community Learning &amp; Development, Social Care, Education or equivalent demonstrable experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Youth Work / CLD qualification (or working towards).</li> <li>• Training in trauma-informed practice, safeguarding or restorative approaches.</li> </ul>	CV / Certificates
Knowledge and Experience	<ul style="list-style-type: none"> <li>• Experience of working directly with learners (10-25) facing disadvantage, risk or complex barriers.</li> <li>• Experience of providing one-to-one, strengths-based support to learners.</li> <li>• Experience of working collaboratively with partner agencies to coordinate support.</li> <li>• Understanding of safeguarding responsibilities when working with young people and vulnerable adults.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within youth justice, early intervention, prevention or diversionary services.</li> <li>• Experience of outreach, groupwork or community-based delivery.</li> <li>• Knowledge of SHANARRI, GIRFEC or similar wellbeing frameworks.</li> </ul>	CV and Interview

Requirements	Essential	Desirable	Method Of Assessment
Skills & Abilities	<ul style="list-style-type: none"> <li>• Ability to build trusting, respectful relationships with learners who may be disengaged from education or services.</li> <li>• Strong communication and interpersonal skills, with a trauma-informed and rights-based approach.</li> <li>• Ability to manage a varied workload, including caseload management, delivery and reporting.</li> <li>• Ability to maintain accurate records, case notes and outcome data.</li> <li>• Ability to work effectively both independently and as part of a multi-disciplinary team.</li> </ul>		Interview
Personal Attributes & Values	<ul style="list-style-type: none"> <li>• Commitment to The Larder's values of Transformation, Compassion, Collaboration, Honesty and Quality.</li> <li>• Commitment to equality, diversity, safeguarding and wellbeing.</li> <li>• Professional, reliable and reflective, with a willingness to engage in supervision and CPD.</li> <li>• Flexible approach to working across locations and occasional evenings/weekends.</li> </ul>		Interview

# THE LARDER

Kirkton House  
1 Allen Rd  
Livingston  
West Lothian  
Scotland  
EH54 6TQ

recruitment@thelarder.org  
01506 412819

**[www.thelarder.org](http://www.thelarder.org)**

@LarderTraining



Scottish Charity Number SC042554  
Company Registration Number SC404466