

Social Enterprise Employability Programme

Employability Support Worker - Enterprise

Funded until 28th February 2026

About Cyrenians

For over 50 years, Cyrenians has tackled the causes and consequences of homelessness. We understand that there are many routes into homelessness. And that there is no 'one size fits all' approach to supporting people towards more positive and stable futures.

Our mission is to tackle the causes and consequences of homelessness through learning from lived experience; by delivering targeted services which focus on prevention, early intervention and support into a home; and by influencing changes in legislation and policy.

Our way of working is built on four core values, which are at the heart of all our work and decisions:

Compassion Respect Integrity Innovation

[Read more about us and our values](#)

About the role

Cyrenians Social Enterprise Employability Programme supports people to gain the required skills and experience to move towards employment, further education, training or volunteering.

This project is a new initiative to support the development of the Employability Programme. We are looking to recruit an Employability Support Worker to ensure continuity of the high standard of training that we have successfully implemented, and are looking to implement, within our enterprise.

You will work as part of a team and the specific responsibility for this role is:

- Deliver Employability workshops – virtual or face to face in a professional manner appropriate to client' needs.
- Update materials for use in individual programmes.
- Support individuals to engage in programmes to reach their full potential.
- Review & Evaluate programme plans on a weekly basis.

Main Tasks and Responsibilities

Delivery and coordination of training:

- Deliver workshops and individual programmes that support those accessing our services to have the opportunity to engage with accredited learning opportunities.
- Engage with potential employers to build links, promote the Employability Programme and secure job opportunities for programme participants

Administration

- Administration of workshops and programmes, including invoicing
- Ensure accurate records are kept of all Programme participants by collating all relevant paperwork
- Ensure all Reporting paperwork related to the courses is completed

Communication

- Engage with all programme participants to ensure they have the tools they require to access the training
- Build and establish relationships with participants and staff ensuring that all aspects of the program are fully complete.

Personal Specification

Knowledge and experience	
Experience of delivering Face to Face or online training/employability programmes	Essential
The ability to demonstrate effectiveness and ensure accountability for all activities.	Essential
Excellent IT skills.	Essential
Initiative	
Ability to manage own time and work load to meet the deadlines and achieve goals	Essential
Values and Attributes	
Conscientious, practical, committed and hard working	Essential
Dynamic, enthusiastic and engages well with people	Essential
Excellent planning and organisational skills	Essential
Patient and respectful of all people, whatever their background or presenting behaviour	Essential
Positive and creative approach to problem solving	Essential
Committed to learning and developing new knowledge and skills	Essential

Terms & Conditions

<u>Employer:</u>	Cyrenians
<u>Line Manager:</u>	FareShare Service Manager
<u>Workplace:</u>	FareShare depot, Edinburgh. Some working from home may be possible under Cyrenians guidelines
<u>Working Hours:</u>	20 hours per week
<u>Annual Leave</u>	25 days annual leave and 10 public holidays per annum (pro rata)
<u>Salary:</u>	£25,101 - £27,907 pro rata (scale points 20-24). This equates to £13,568 per annum for a 20-hour week at SCP20.

Pension: Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 5% employee and 3% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%)

Duration: Fixed term contract to 28th February 2026.

Disclosure: PVG scheme membership required.

Application deadline and Interview dates

Closing date: 12 noon on Monday 11th November 2024
Interview date: Week commencing 18th November 2024
Stage 2 date: TBC

Please refer to the Recruitment Information leaflet for further information on completing and submitting your application form.