

## **Job description**

### **Key Worker, Key to Potential (Falkirk)**

Full time – 37 hours a week

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. That's why all our work is values-led and relationships-based. We meet people where they are and support them towards where they want to be.

Our Vision is an inclusive society in which we all have the opportunities to live valued and fulfilled lives.

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

**Compassion | Respect | Integrity | Innovation**

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## **1 General**

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### **About the service**

The Key to Potential project offers one to one outreach, person-centred keywork to assist young people who are not receiving careers support when transitioning out of school. The aim is to provide guidance and assistance so young people can progress onto further education, training, or employment.

The project targets young people coming up to school leaving age and have been identified by their school as at risk of leaving without a positive destination. The young people we support are likely to be struggling to engage with mainstream curriculum and have experienced disrupted attendance.

### **About the role**

Using an assertive outreach approach, the post holder will provide key work, careers guidance and tailored support to a caseload of young people who are transitioning from school.

The postholder will work in partnership with school staff and other organisations to identify young people to participate in the project and then provide excellent one-to-one support to those young people. This post will involve lone working, home visits and accompanying young people to meetings and appointments across Falkirk.

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## **2 Tasks and Responsibilities**

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### **Provide excellent one-to-one support to young people**

- Work alongside colleagues in schools and voluntary sector to identify and engage with young people who will most benefit from Key to Potential.
- Produce personal plans for all young people which are regularly monitored
- Provide regular and good quality key work based on Cyrenians' Key Worker Practice Model (Egan's Skilled Helper model)
- As a lone worker carry out home visits and accompany young people to meetings and appointments that will help them to move closer to employment, training or education goals set in their action plans e.g. CVs, interviews, work experience opportunities, college applications.
- Liaise with other agencies including schools 16+, Skills Development Scotland, NOLB and other post school services.
- Support young people to progress along the strategic skills pipeline by referring them on to next stage activities and opportunities.

### **Work with partner agencies, to recruit young people for Key to Potential and establish positive progression routes**

- Work with young people to establish which opportunities are most appropriate and desired.
- Develop close relationships with key individuals within the target schools and ensure they fully understand the service that we're offering
- Liaise with partners to set up and manage placements – ensuring health and safety and risk assessment regulations are adhered to.
- Support young people who need additional one-to-one assistance.
- Encourage young people to make informed decisions about next steps and support their progression.

### **Measuring and Valuing**

- Ensure all Cyrenians' monitoring and reporting systems are maintained
- Participate in learning/training associated with monitoring and evaluation
- Work with the Senior Keyworker to ensure funder outcomes and reporting deadlines are met.

### **Participate in all aspects of the management and monitoring of the service.**

- Participate in service planning meetings and reviews.
- Maintain an individual work plan that is consistent with the overall service plan.
- Ensure the team follows all Health and Safety policies and procedures at all times
- Participate in Annual Review and regular supervision sessions.
- Undertake training which is appropriate to the project's needs.
- Undertake other tasks as required by the Service Manager.

## Travel

The service covers the whole of Falkirk, therefore travelling is involved. Some areas are difficult to reach by public transport, so a driving licence and access to a vehicle will be required to carry out this role.

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## 3 Person Specification

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<b>Knowledge and Experience</b>	
Experience of working directly with young people disengaged from school/youth settings	Essential
Knowledge of mental health issues and neurodiversity in young people	Essential
Knowledge of 16+ and post-school options for school leavers	Essential
Experience of lone working, outreach and home visiting support for young people and families	Desirable
An understanding of barriers faced by young people including poverty, neurodiversity, care experience, criminal justice	Desirable
<b>Qualifications</b>	
Qualification in Careers Guidance, Community Education, Community Arts or Youth Work	Desirable
<b>Skills and Attributes</b>	
Excellent relationship building skills; including young people, colleagues and stakeholders	Essential
Able to work flexibly and manage own workload	Essential
Strong IT skills, including maintaining administrative systems	Essential
Patient, with the ability to work at the pace of the individual	Essential

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## 4 Terms & Conditions

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<u>Employer:</u>	Cyrenians
<u>Line Manager:</u>	Senior Keyworker
<u>Liaison with:</u>	Cyrenians Skills and Development team and the Cyrenians Falkirk services
<u>Workplace:</u>	Falkirk
<u>Working Hours:</u>	37 hours per week
<u>Annual Leave</u>	25 days plus 10 public holidays pro-rata
<u>Salary:</u>	£25,352 - £27,907 per annum (scale points 20 to 24)
<u>Pension:</u>	Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme paid by salary exchange. 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%)
<u>Funding:</u>	Funding has been confirmed until July 2026 with the aim that this would continue in the following years
<u>Disclosure:</u>	PVG scheme membership for children is required

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## **5 Application deadline and Interview dates**

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<u>Closing date:</u>	12 noon on Monday 4th August 2025
<u>Interview date:</u>	First interviews will be held week commencing 11th August 2025 at our offices at Arnotdale House, Falkirk
<u>Stage 2 date:</u>	To be confirmed

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

Further information can be found at [www.cyrenians.scot](http://www.cyrenians.scot)