

## Job Description

### **Key Worker – Foundations**

**Part time – 35 hours per week**

**Fixed term until March 2028**

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 mission: 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.

**Compassion | Respect | Integrity | Innovation**

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

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## **1 General**

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Cyrenians has an ambitious plan to develop its employability service which supports people to build a routine and purpose into their day. Giving them the confidence to build skills, qualifications and experience leading to a new healthy working life.

We also wish to further develop the scope and range of our employability services to meet new and emerging needs. We are therefore seeking a highly skilled and experienced Employability Worker to expand our Foundations service.

### **About the service**

The Foundations service provides a holistic, person-centred one-to-one support for people facing a wide range of barriers preventing them returning to work. Using an assertive outreach approach, the project aims to help individuals across the city to identify, address and remove the barriers which they face, so they can move forward with their lives and closer to employment through work-based training and/or volunteering.

### **About the role**

The successful applicant will be an experienced case worker who will be supporting individuals who are 0-1 on the employability pipeline.

Cyrenians requires all staff to be flexible in their approach and willing to help meet the needs of the charity and clients in whatever circumstances arise. We expect all staff to display care, respect and a non-judgmental approach to clients, being prepared to work tenaciously and imaginatively towards successful outcomes.

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## **2 Tasks and Responsibilities**

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### **Provide one-to-one support to people using the Foundations service.**

- Supporting individuals with complex and multiple physical, mental and emotional needs on an outreach basis, focusing on understanding their unique circumstances and ensuring access to specialist services and advocacy when needed.
- Working with women who have experienced trauma within their lives.
- Working with individuals involved in the criminal justice system.
- Guiding and supporting individuals into employment, training or higher education.
- Independently managing, carrying and reviewing a challenging case load of 8 clients at one time.
- Providing regular and high-quality case work based on Cyrenians' Key Worker Practice Model (Skilled Helper theory)

### **Partnership working.**

- Work with partners within Cyrenians and in other third sector organisations to provide appropriate volunteering and training opportunities for service users.
- Working in partnership with Police Scotland, DWP, housing officers, and welfare & debt advice services.
- Promoting multiagency working with a wide range of statutory and third sector providers, through relevant and proportionate information sharing.

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

- Participate in service planning meetings and reviews.
- Maintain an individual work plan which is consistent with the overall service plan.
- Participate in annual performance review and supervision sessions.
- Undertake training which is appropriate to the project's needs.
- Comply with systems to record case notes and client contact
- Produce regular statistics and other information as required for the Leadership Team.
- Undertake other tasks as required by the Service Manager.

### 3 Person Specification

<b>Knowledge and Experience</b>	
Experience of lone working and work with safeguarding policies	Essential
Proven ability to manage and review challenging caseloads, working with vulnerable people and challenging behaviour	Essential
A strong understanding and awareness of supporting complex physical, mental and emotional needs	Essential
A strong understanding of the impact of trauma, poverty, inequality and social isolation on people's lives	Essential
Awareness of the issues facing people coming out of Scottish prisons or who are working towards full release into the community	Essential
Qualification in Careers Guidance, Community Education or a similar level of experience in delivering strong case work	Essential
Experience and understanding of employability services and networks in Edinburgh	Essential
Proven ability to establish and maintain good professional working relationships with a range of partners including DWP, Police Scotland and criminal justice social work	Essential
<b>Values and attributes</b>	
Conscientious, practical, reliable and hard working	Essential
Ability to organise own work under minimal supervision.	Essential
Patient and respectful of all people, whatever their background or presenting behaviour	Essential
Ability to relate to and communicate with people from vulnerable backgrounds	Essential
Committed to ongoing personal development	Essential

### 4 Terms & Conditions

<u>Employer:</u>	Cyrenians
<u>Line Manager:</u>	Senior Key Worker
<u>Liaison with:</u>	Cyrenians Skills and Development team
<u>Workplace:</u>	Edinburgh
<u>Working Hours:</u>	35 hours per week
<u>Annual Leave</u>	25 days plus 10 public holidays (pro rata)
<u>Salary:</u>	£25,352 - £27,907 pro rata (scale points 20-24). This equates to £23,982 for a 35-hour week on SCP20.
<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.

Funding:

Disclosure:

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%)

This post is currently funded until 31st March 2028 with the aim of this continuing with further funding  
PVG scheme membership (protected adults) is required

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

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Closing date: 12pm on Monday 6<sup>th</sup> October 2025

Interview date: Week commencing 13<sup>th</sup> October

Stage 2 date: TBC