

Job Description

Employability Support Worker - Enterprise

Part time, 21 hours per week
Funded until 31st March 2026

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](#)

1 General

About Enterprise

Cyrenians value food beyond its role as fuel – it also sustains our mental and emotional health and plays a central role in nurturing connection within communities. This is the basis of our FareShare social enterprise. We provide opportunities for people and organisations to access food, improve their health and wellbeing, and to develop skills and confidence.

The trading activities within our Enterprise Programme are:

- Employability – we work with people to give them the skills they need to achieve their own goals and potential
- Forklift Training – establish and grow our Forklift training centre at the new depot
- Cyrenians Veg Bags – increase the number of customers who are purchasing our veg bags
- Pantries – source continued funding and maintain the delivery of our 10 community pantries throughout Edinburgh and Midlothian

About the role

This role will lead on our Employability Programme. Our aim is to enable people with no previous experience of warehousing to gain the skills, experience and qualifications required to be successful in securing employment in this type of role.

Participants are supported to understand the wider warehousing / logistics sector and receive:

- **Vocational Work Experience & Training**

To become competent within the role of FareShare Warehouse Assistant and building the key skills and work behaviors needed in this position.

- **Employment Support**

Mentoring and coaching to support them to find and secure sustained employment.

- **Personal Wellbeing**

Support to improve both mental and physical health through a combination of mentoring and participation in various activities both within FareShare and in the wider community.

You will take a person-centered approach to create an Individual Development Plan (IDP) tailored to each participant; and will provide them with 1-2-1 support throughout the programme.

The training element of this project will last for 6 weeks but after that time if the participant has not secured work they will be able to stay on at FareShare as a volunteer and continue to receive employment support.

2 Tasks and Responsibilities

Recruit participants to the programme by working in partnership with work coaches, Cyrenians colleagues, and other relevant organisations.

Provide an induction to the FareShare depot where the employability programme participants will be working alongside the staff and volunteer team.

This will include training around: how to sort food when it comes in, completing paperwork, picking orders, cleaning the depot, loading vans and delivering the food to local partners.

During the programme participants will attend site 2 days a week as a minimum.

Provide 1-2-1 mentoring sessions

This should cover the following areas:

- CV writing
- Job searches
- Interview skills
- Preparing to move into work

Arrange and coordinate vocational training for participants

- Manual Handling (accredited)
- Food Safety (accredited)
- Customer Service

Identify and deliver/coordinate other personal development opportunities tailored to the individual needs of participants. For example:

- Physical Health – increased activeness and overcoming other health issues.
- Mental Health – reducing isolation, building self-esteem and growing confidence.

- Life Skills – being healthy on a budget and preparing for the transition to work.

Administration

- Administration of workshops and programmes
- Ensure accurate records are kept of all Programme participants
- Ensure all Reporting paperwork related to the courses is completed

Communication

- Build and establish relationships with work coaches, internal staff and relevant organisations who may be supporting potential participants and promote the service as an opportunity

3 Person Specification

Knowledge and experience	
Experience of building and maintaining successful working relationships with a range of different people	Essential
The ability to manage and deliver a project	Essential
Experience of delivering an employability programme	Desirable
Skills and Attributes	
Excellent planning and organisational skills	Essential
Ability to manage own time and workload to meet the deadlines and achieve goals	Essential
Conscientious, practical, committed and hard working	Essential
Dynamic, enthusiastic and engages well with people	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

4 Terms & Conditions

<u>Employer:</u>	Cyrenians
<u>Line Manager:</u>	Enterprise Manager - Trading
<u>Workplace:</u>	FareShare Depot, Edinburgh. Some working from home may be possible under Cyrenians guidelines
<u>Working Hours:</u>	21 hours per week
<u>Annual Leave</u>	25 days annual leave and 10 public holidays pro rata
<u>Salary:</u>	£25,101 - £27,907 pro rata (scale points 20-24).
<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%)

Duration: Fixed term contract to 31st March 2026.

Disclosure: PVG scheme membership required.

5 Application deadline and interview dates

Recruitment for this role is open (i.e. no set closing date). We will review applications as we receive them and get in touch with candidates within 10 working days of receiving an application.

This vacancy opened on 04/11/2025 and will close once we have filled the role.

If you intend on applying for this role, please do so without delay to avoid disappointment. Once the role has been filled the advert will be removed and no further applications will be accepted.

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