



Job Description

Support Worker, Moving Forward

Full time, 37 hours per week. Currently funded to 31 March 2027

Job share opportunity for either 2 days a week as a Young Person Keyworker or 3 days a week Family Support Worker

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

1 General

About the service

The Moving Forward Service (formerly known as No-one Left Behind (NOLB) Stage 1) is a Stage 1 employability training provision delivered by Cyrenians for young people aged 15–19 who are not currently in education, employment, or training (NEET).

This role is a combined post supporting both young school leavers and their families through a relationship-based, outreach approach of Keyworkers. The young people service is based in the East of Edinburgh and the family service across Edinburgh. The Support Worker will aim to support young people to explore their options for a positive destination and support their family's needs that may also be causing barriers for the young person.

The role is expected to be delivered across five days per week, with a typical split of three days as a Family Support Worker and two days as a Young Person Keyworker.

This role also offers the potential to be structured as a job share, subject to agreement. Please indicate in your application if this is your preference, and whether you would prefer to work with young people for 2 days a week or with families for 3 days a week, framing your application accordingly.

2 Role

The Moving Forward Support Worker will work as part of a team, working alongside the Moving Forward Senior Keyworker and another part-time Family Support Worker already in post.

For the young people the support will be to help those who are at the earliest stage of the employability pipeline. The aim is support those leaving school in East Edinburgh without a positive destination to help them progress into further education, training, or secure employment. Each young person receives individualised, strengths-based support to identify their interests, aspirations, and personal goals, enabling the development of realistic progression pathways. Where appropriate, the service also supports engagement in hobbies and interests that contribute to increased confidence, motivation, and personal autonomy.

For the Families the work will be across Edinburgh and have a wide remit, depending on the needs of the families. It is likely to include assistance in the following areas: emotional support, financial hardship, welfare rights, eligibility and support, income maximisation, energy advice, health and wellbeing, employability, community engagement. It will also include signposting to a range of different services within Cyrenians and to external support available.

3 Tasks and Responsibilities

Working with Families

- Offer person-centred 1:1 support to the families of the young people that we're working with
- Identify support needs through our referral process and initial meetings
- Identify signposting routes for supporting the family depending on their needs
- As a lone worker, carry out home visits to visit clients
- Review support plan with clients on a monthly basis, to ensure that it is tailored to their needs
- Monitor clients' progress and keep up-to-date case notes, ensuring all paperwork is completed
- Work closely with the other Family Support Worker for peer support and caseload management

Working with young people

- Work alongside partners in schools and voluntary sector agencies to identify, and engage with, young people who will most benefit from Moving Forward keywork.
- Provide one-to-one support to produce, and regularly review, personal action plans for all the young people you work with (with their input).
 - Empower them to identify opportunities relevant to their goals and to make informed decisions about next steps and their progression.
- As a lone worker, carry out home visits and accompany young people to meetings and appointments that will help them to move closer to the goals set in their action plans e.g. CV skills, interviews, work experience opportunities, college applications.
- Liaise with other agencies including schools, 16+, Skills Development Scotland and other post school services.
- Support young people to progress along the Edinburgh strategic skills pipeline by referring them on to next stage activities and opportunities. (Joined up For Jobs, Edinburgh Strategic Pipeline Provision 2022- 2025)
- Responsible for upholding child protection policies and always ensuring the safety and wellbeing of young people.
- Work with partner agencies, to recruit young people for Moving Forward and establish positive progression routes
- Liaise with partners to set up and manage placements – ensuring health and safety and risk assessment regulations are adhered to.
- Facilitate groupwork where necessary.

Measuring and Valuing

- Ensure all Cyrenians' monitoring and reporting systems are maintained.
 - Manage own workload to ensure that regular time is in your calendar for recording the work being done.
- 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.
- Participate in annual review and regular supervision sessions.
 - Identify personal development opportunities.
 - Participate in reflective practice.
- Ensure that you follow all Health and Safety policies and procedures at all times.
 - Ensure risk assessments are completed for home visits, and all activities.
 - Follow lone working and out of hours reporting procedures.
- Undertake training which is appropriate to the project's needs.
 - Complete assigned in-house eLearning training courses.

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Other

- Maintain a working knowledge of organisations and opportunities in our areas of work for the purposes of signposting
- Ensure safeguarding practices and processes are followed
- Occasional attendance at professional meetings and case conferences
- Build and maintain professional relationships with relevant stakeholders.
- Collaborating and contributing to the wider team and Skills and Development pillar.

4 Person Specification

Values and attributes	
Positive outlook, resilient, self-motivated and flexible	Essential
Committed to supporting those who face disadvantage or stigma	Essential
Strong organisational skills and confident decision maker	Essential
Ability to use own initiative and organise own workload	Essential
Knowledge and Experience	
Experience of working directly with young people and their families in participatory and inclusive ways	Essential
Knowledge and experience of working with people who are experiencing complex social and emotional circumstances	Essential
Demonstrable understanding of challenges faced by those living in areas of deprivation	Essential
Ability to work autonomously to plan workload, meet deadlines and work as part of a wider team.	Essential
Excellent written and verbal communication skills	Essential

Experience in data collection, monitoring and evaluation	Desirable
Knowledge/experience of 16+ and post-school options for school leavers, e.g. NOLB, training, college and employment and EMA payments	Desirable
Experience of supporting people to maximise their income and an understanding of welfare benefits system in Scotland	Desirable
Experience of lone working, outreach and home visiting support	Desirable

5 Terms & Conditions

<u>Employer:</u>	Cyrenians
<u>Line Manager:</u>	Senior Keyworker, Moving Forward
<u>Liaison with:</u>	Cyrenians Skills and Development Team and external referrers and onward progression organisations.
<u>Workplace:</u>	Edinburgh
<u>Working Hours:</u>	37 hours per week
<u>Annual Leave</u>	25 days plus 10 public holidays per annum
<u>Salary</u>	£27,022 - £28,744 (scale points 20 to24)
<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>Duration:</u>	Funded to 31 March 2027
<u>Disclosure:</u>	PVG membership (adults & children) is required

6 Application deadline and Interview dates

<u>Closing date:</u>	Monday 4 th May at 12 noon
<u>Interview date:</u>	Monday 11 th May, Tuesday 12 th May

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