

Job Description

Employability Worker – Foundations to Employment

(part time)

This is a new position

For 50 years, Cyrenians (a Scottish Charitable Incorporated Organisation (SCIO), registered charity number SC011052) has served those on the edge; working with the homeless and vulnerable to transform their lives.

Our Vision is an inclusive society in which we all have the opportunities to live valued and fulfilled lives. We work to make that vision a reality through our Mission to support people excluded from family, home, work or community on their life journey.

We aim to offer consistently excellent service across all locations and in all our activities. Our way of working is built on our four core values:

Compassion: We believe that everyone should have the chance to change, no matter how long that might take.

Respect: We believe in tolerance, acceptance, valuing diversity and treating each other as equals.

Integrity: We are committed to the highest quality of work, grounded in honesty, generosity, sincerity and professionalism.

Innovation: We are willing to take risks, challenge convention and be very creative in our search for new ways of working, in particular by taking account of the environmental impact of our decisions.

1 General

Cyrenians has an ambitious plan to develop its employability services which support people gain the confidence, skills, qualifications and experience to lead a healthy working life. These services, originally developed under our Employability Strategy, currently include:

- Key to Potential
- Market Led Training
- Falkirk Criminal Justice Services
- Foundations to Employment

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 competent and experienced Employability Worker to expand our Foundations to Employment service.

The Foundations to Employment (F t E) project provides holistic, person-centred one-to-one support for people facing a range of barriers which prevent them returning to work. Using an assertive outreach approach, the

project aims to help people to remove or deal with issues so they can move back into work through work based training and/or volunteering.

This part time post is an extension to the project and funded by the Oak Foundation for a two year period. Our experience to date indicates that people with a criminal conviction face additional issues when seeking employment. Within the Foundations team, this new post will have a key role in fostering relationships with a range of employers to identify appropriate employment opportunities and to support service users in gaining and maintaining work.

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.

2 Tasks and Responsibilities

Provide excellent one to one support to people using the service

- Provide holistic one to one support to people using the service
- Work alongside F to E workers to identify jobs for service users and engage with employers
- Provide regular and good quality key work based on Cyrenians' Key Worker Practice Model (Skilled Helper theory)

Liaise with partners and local employers

- Support employers to offer and maintain secure employment for service users (including people with convictions and/or complex needs)
- Liaise with external training providers as required.
- Liaise with other support services

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

Knowledge and Experience	
Experience of working with vulnerable people on an outreach basis	Essential
Experience of lone working and home visiting	Essential
Proven ability to work with people displaying challenging behaviour	Desirable
Proven ability to establish and maintain good professional working relationships with a range of partners including DWP	Essential
Proven ability to establish good professional working relationships with small, medium and large employers	Essential
Proven recruitment skills	Essential
Solid understanding of the external environment in which employability services operate and how this impacts on our work	Essential
Understanding of impact of poverty, inequality and social isolation on people's lives	Essential
Understanding of the "Good Lives Model of Offender Rehabilitation"	Desirable
Experience of PVG disclosure system	Desirable
Ability to maintain administrative system	Essential
Ability to work within organisational policy	Essential
Excellent verbal communication skills	Essential
Qualification in Careers Guidance, Community Education or suitable level of experience in delivering Key Work	Essential
Experience and understanding of employability issues and networks in Edinburgh	Essential
A background in, or understanding of, mental health issues and intersectionality of people's lives	Desirable
Values and attributes	
Conscientious, practical, committed and hard working	Essential
Ability to be organized and structured with work under minimal supervision	Essential
Committed to learning and developing new knowledge and skills	Essential
Positive thinker and creative problem solver	Essential
Patient and respectful of all people, whatever their background or presenting behaviour	Essential
Able to cope with stress and be supportive of colleagues	Essential
Ability to relate to and communicate with people from a vulnerable background or presenting behaviour attitudes to staff	Essential
Flexibility and team work	Essential

4 Terms & Conditions

<u>Employer:</u>	Cyrenians
<u>Accountability:</u>	Cyrenians Board of Trustees (via the Chief Executive of Cyrenians)
<u>Line Manager:</u>	Service Manager
<u>Liaison with:</u>	Cyrenians' Learning & Work Team
<u>Workplace:</u>	Edinburgh
<u>Working Hours:</u>	22.5 hours per week
<u>Annual Leave</u>	25 days plus 10 public holidays (pro rata)
<u>Salary:</u>	£21,214 – £23,721 per annum (SCP20-24) pro rata. This equates to a pro-rata salary of £14,425 for a 22.5 hour week on SCP24.
<u>Pension:</u>	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%)
<u>Funding:</u>	Funding has been confirmed for 2 years
<u>Disclosure:</u>	PVG scheme membership required

5 Application deadline and Interview dates

Closing date: Monday 17th June 12 Noon
Interview date: Wednesday 26th June
Stage 2 date: TBC