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| **Job Title** | **Term** |
| Employability Support Worker (16-24 Project) | Permanent contract.  |
| **ROLE PURPOSE** |
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| Based within existing Works+ staff team at The Focus Centre, Livingston Place, Galashiels. **Works+ will support working from home until lockdown restrictions are eased in line with Scottish Government and Youth Scotland guidance.** The purpose of the role will be:* The role focuses on the active inclusion of clients who are aged between 16-24, unemployed and living in the Scottish Borders. The focus will be on developing skills, qualifications and experience to improve their employability options.
* To provide practical support and a holistic service to clients with multiple barriers, including poverty, discrimination, substance misuse, physical and mental ill-health, homelessness, and previous and current experience of trauma.
* To support early action, proactive outreach activities and access to local services.
* To generate reports when required to update Works+ Trustees and Funders.

**PRINCIPAL DUTIES & RESPONSIBILITIES*** To be the main point of contact for referrals
* Proactively support clients to achieve all objectives.
* Develop and maintain a positive relationship with clients, staff and partner agencies.
* Support clients to become effective contributors to their community and the economy.
* To deliver sessions including digitally to ensure that clients are supported to develop relevant and appropriate skills within individual and groupwork settings.
* Support clients to gain the confidence to secure and sustain education, training, volunteering and/or employment opportunities.
* Provide a holistic service of support recognising the importance of health and well-being, relationships, support, skills and development.
* Promote social inclusion.
* Engage with services and employers to support clients to better understand the barriers to employment.
* Develop close working relationships with relevant services, training, education providers and employers.
* Respond promptly to resolve problems.
* To lead the planning and review processes and undertake tasks as delegated.
* Maintain a high standard of case recording and data management.
* Undertake training in order to develop the skills, knowledge and values to meet service standards.
* Actively participate in personal development, service development and team meetings.
* Adhere to Works+ policies and procedures.
* Comply with Health and Safety requirements.
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| **PERSON SPECIFICATION** |
| **Criteria** | **Essential**  | **Desirable** |
| **Education, Qualifications and Training** | Evidence of relevant experience supporting clients with multiple needs. | Educated to Higher level |
| **Experience** | Partnership working with other organisations, eg SBC, DWPSupporting disadvantaged/excluded clients in the community and/or within a working environment.Computer skills | Working with clients with multiple barriers. Planning and leading groupwork and workshop sessionsSupervision/leadership experience |
| **Skills, Knowledge and Competencies** | Provision of practical supportAbility to apply conflict resolution and negotiation strategies.Generating detailed reports on progress and outcomes.Understanding and articulating outcomes.Time Management skillsTeamwork skills Empathy with client group.Ability to maintain accurate records.Good written and verbal communication.Familiar with Microsoft Office packages including Word and Excel. Understanding the barriers to services and employment for clients within the Scottish Borders. | Development and delivery of trainingUnderstanding of employment services sectorKnowledge of health and safety legislationDrivers licence and access to a vehicle |

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| **Personal attributes** | Flexible and reliableEnthusiastic and motivatedCommitted to achieving positive outcomes for individuals and communities.Ability to undertake delegated tasks and to act on own initiative.Willing and able to work evening and/or weekends, as necessary.Ability to establish positive working relationships with clients, staff and partner agencies.  |  |
| **Other** | This profile is indicative of the nature and responsibility associated with the post. It is not exhaustive, and the post holder may be required to undertake such other reasonable duties that may be required to meet the needs and responsibility of the service and the management of Works+. |  |

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| Location | Galashiels |
| Hours of Work | 35 hours per week |
| Manager | Project Manager |
| Staff Responsibilities | None |
| Registration Requirements | None |
| Contract Status | Permanent including a 3-month probation period  |
| Disclosure Status | Enhanced PVG |
| Political Restrictions | None |
| Work Pattern | 9.00am – 5pm (Monday-Friday) Some evening and weekend working may be required |
| Salary/Rate of Pay | £25,000 Per Annum |
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| **Informal Enquires** |
| Project Manager: Scott Wight email:scott@worksplus.works |
| **Published on** | **Length of Advert** | **Closing date** |
| Date: 24/06/2021 |  | 05/07/21 |

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| **Completed by** | Scott Wight  |
| Approved by Trustees on |
| Date:24/06/21 |