Job Description – Outreach Assistant

Job title: Outreach Assistant
Location: Edinburgh
Salary: Minimum wage
£5.03 per hour for 20 year olds
£6.31 per hour for 21 – 24 year olds
Contract type: Temporary for 26 weeks
Hours: Part-time 25 hours a week
Responsible to: Outreach Co-ordinator
Responsible for: N/A

Job Overview

Venture Trust works with people experiencing complicated life circumstances. Through the provision of wilderness-based personal and social development programmes, we equip them with the confidence, motivation and core life skills that they need to make positive changes in their lives.

We have an exciting new opportunity for an Outreach Assistant to join our outreach team in Edinburgh. If you’re interested in developing a career in youth work, social work, or community education then this could be the ideal position for you to gain a range of high quality experience, skills and training.

Working alongside Venture Trust’s outreach staff, you will provide support to both Venture Trust participants and Outreach Workers by assisting with data entry of participant information into our database, and in helping to arrange appointments and manage diaries.

We will also support you to assist with group work sessions and community-based initiatives, encouraging and signposting participants to access education, volunteering or work opportunities on return to their community (phase 3) following their wilderness journey (phase 2).

Training opportunities will be actively sought and identified, both through on-the-job and external avenues, to create a high quality and valuable period of employment.

Main duties and responsibilities

Administration
- Accurately enter participant information into our database system to support Venture Trust programmes, including uploading of documents and historic data.
- Communicate with staff to check what data they need to input to ensure prompt addition to the database.
- Support Outreach Workers to arrange appointments and manage diaries.
**Personal Development:**
- Encourage and support participant involvement in Venture Trust.
- Work with the Outreach Workers to assist in the delivery of group work sessions for participants, both prior to their wilderness journey and following this when back in the community.
- Encourage and support participants to access and utilise appropriate education, volunteering and/or work opportunities during phase 3 of their journey.

**Communication and networking:**
- Work closely with Venture Trust staff to effectively communicate the development needs of participants to help shape future community group and one-to-one work.
- Assist in communicating with referring agencies and individual referral agents to raise their awareness of Venture Trust.

**Other:**
- Actively assess and identify training opportunities to support your development and career.
- Undertake any training and professional development as and when required.
- Undertake any other reasonable duties, commensurate with the job title, as may be determined by the Line Manager.

**Person specification**

**Skills and experience**
**Essential:**
- Effective communication skills in writing and orally.
- Understanding of own personal boundaries in terms of positive role modelling.
- Able to work effectively as part of a team.
- Good administration skills.

**Desirable:**
- Knowledge of youth work and personal development services including Venture Trust programmes.
- Experience of being a peer mentor or undertaking mentoring.

**Personal qualities:**
- Commitment to Venture Trust’s mission and values - desire to make a difference.
- Ability to support and enthuse others and maintain a professional image.
- Proactive.
- Team player.
- Flexible, and willing to work in the constantly changing environment of a growing service-providing charity which operates across the UK.
- Conscientious and responsible.

Venture Trust is committed to promoting equality and diversity.