

Employability Worker

Location: Edinburgh/West Lothian (Hybrid)

Starting Salary: £22,250 gross per annum

Contract type: Permanent, Full-Time

Hours: 37.5 per week

Responsible to: Employability Manager

Organisation overview

Venture Trust is a personal development charity supporting people, aged 16 years and over who are struggling with many and complex circumstances to overcome these barriers and realise their potential. Our strengths lie in the trust and relationships we forge, our developmental approach and in harnessing the transformational benefit of being outdoors and amongst nature. Working in communities, in greenspaces and journeying through some of Scotland's most wild places, we actively support people by focusing on individual's strengths, equipping them with essential life-skills and building confidence. We want everyone to succeed and to continue to do so throughout their lives.

Our vision is everyone, irrespective of their past, can achieve their potential for a healthy, happy and fulfilling life.

Our values underpin everything we do:

- **Courage** - we remain brave when things are tough
- **Care** - we will attend to people and place
- **Curiosity** - we are thoughtful
- **Collaboration** - we work together for greater impact

Job Overview

As an Employability Worker, you will be responsible for developing and managing external referral networks in your area to ensure that recruitment for Venture Trust employability programmes and services runs efficiently. You will support the planning of and lead on the delivery of employability programmes for participants in the third stage of a Venture Trust programme and for participants referred directly to our employability services.

Session content will vary depending on specific programmes and client groups, but will have a practical focus on group work, job search, skills acquisition e.g. health and safety and other entry level qualifications. The role will also involve ongoing pastoral support to identify and remove barriers to employment and broker employability opportunities with external stakeholders where possible.



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Venture Trust is a registered charity in Scotland (SC038932) and England and Wales (285891).
Registered office: 10 Orange Street, Haymarket, London, WC2H 7DQ



Detailed responsibilities

Planning employability service delivery

- Support the Employability Manager to diarise a forward calendar or employability service delivery for core programmes including Change Cycle and Employability Hub.
- Work with the Employability Manager to plan appropriate and tailored programme content, specific to client needs, and to maximise employability skills development.
- Review and refine programme content on an ongoing basis in conjunction with the Employability Manager and other colleagues.
- Maintain strong relationships with delivery and referral partners to ensure efficient and effective service delivery.
- Assisting with the development and updating of employability sessions, such as CV writing, job applications and other employability toolkits to support delivery and maximise content information against engaging delivery and practical outcomes.

Employability service delivery

- Identify resourcing staffing and support requirements for employability programme delivery, liaising with appropriate colleagues to ensure all is in place and available.
- Supervise any freelance delivery staff to ensure delivery of an effective high quality programme.
- Ensure the safe and effective delivery of employability services for those sessions that you are leading, adhering at all times to our Health and Safety policy, risk assessments and Standard Operating Guidelines.
- Deliver innovative and engaging high quality employability content to Venture Trust clients that are tailored to meet agreed learning outcomes.
- Keep accurate records, ensuring that attendance, progressions and forward plans are recorded in a timely manner in our internal participant database.

Internal communication and development

- Attend local employability forums, conferences etc to promote Venture Trust's employability services.
- Develop and maintain local referral partnerships to ensure that there is a steady supply of appropriate external referrals.
- Liaise with external stakeholders and partners to identify and agree employability opportunities for Venture Trust clients completing an employability programme, e.g. modern apprenticeships, employment, work tasters, voluntary placements or training.
- Ensure external employability opportunities meet appropriate guidelines regarding parameters, responsibilities and format.
- Provide pastoral support to participants who have completed an employability programme and are undertaking an employability opportunity, providing support with barriers and discussing, identifying and arranging support required.

Other

- Undertake any training and professional development as and when required to ensure effective work with all participants.
- Undertake any other reasonable duties, commensurate with the job title, as may be determined by the line manager.

Person specification

Skills and experience

Essential:

- Experience of working with disadvantaged individuals, recognizing the issues that affect them and ways to guide, encourage and support them.
- Ability to communicate and engage effectively with disadvantaged groups aged 16+.
- Competent trainer skills, including identifying session learning outcomes, understanding the benefits of a range of delivery methods, planning resource requirements and planning review/feedback opportunities.
- Highly organised with the ability to prioritise competing demands.
- A strong understanding of the current welfare-to-work environment and the skills needed by individuals to negotiate this and sell themselves into opportunities.
- Strong communication and liaison skills, with the ability to build and maintain effective relationships.
- UK driving license and access to a vehicle

Desirable:

- Experience of development training and/or informal education
- Education to degree level in an appropriate field
- SQA Assessor and/or Verifier

Personal qualities:

- Commitment to Venture Trust's mission and values – desire to make a positive difference to the life chances of our clients.
- Proactive and able to support and enthuse others.
- Ability to work on multiple projects simultaneously and achieve timely results.
- Commitment to personal and professional development.

Venture Trust is a living wage employer and committed to promoting equality and diversity.