

Job Description

Progressions Worker

JOB DETAILS

Job Title	Progressions Worker	Line Manager	Locality Manager
Directorate	Operations	Salary Range	£25,700

ORGANISATION OVERVIEW

Venture Trust supports people facing challenging life circumstances to overcome barriers and realise their potential. We work alongside people who have been impacted by trauma, and together we build the programme they need to move forwards in their journey.

Our strengths lie in the trust and relationships we forge, our therapeutic 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 meet people where they are. By taking time to create safe relationships, we can support people to grow. We work to create community, to strengthen support systems and accompany people as they reach new places. This relational approach allows people to develop in sustainable and meaningful ways.

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 a Progressions Worker, you will develop and manage 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 and progression opportunities for participants.

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

MAIN RESPONSIBILITIES

Planning Progressions Programming

- Support the Locality Manager to diarise a forward calendar for employability support to compliment other activity provision
- 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 Locality Manager, Progressions and Partnerships 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

Progressions Service Delivery

- Identify support requirements for employability programme delivery, liaising with appropriate colleagues to ensure all is in place and available
- Supervise partner and associate 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
- Alongside Outreach and Support Worker colleagues, provide ongoing pastoral support to participants who are undertaking an employability opportunity, providing support with barriers and discussing, identifying and arranging support required

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

OTHER:

- Undertake training and professional development as required
- Undertake any other reasonable duties as may be required

PERSON SPECIFICATION

Knowledge, Skills and Experience

Essential:

- Experience of working with diverse groups of people, utilising a range of communication methods and strategies
- Experience of working with people with lived experience of trauma, the justice system, mental health conditions, addictions and neurodiversity
- 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
- 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
- Able to be mobile and travel across a large geographical region

Desirable:

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

ADDITIONAL INFORMATION

- This post is subject to a PVG from Disclosure Scotland
- This post is subject to basic driver checks (if applicable)

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