



EUROPE & SCOTLAND
European Social Fund
Investing in a Smart, Sustainable and Inclusive Future

workingrite

Dear Applicant

Thank you for your interest in the position of **Project Co-ordinator** for The Social Economy Growth Fund RiteOn Project. This is a temporary post until 31 March 2019 with possible extension until April 2019.

Please find below our application pack which includes the following:

- Application Form
- Equal Opportunities Monitoring Form
- Job Description
- Person Specification
- Job Advert

The successful candidate will be required to undertake an enhanced Disclosure (PVG Scotland). All applications should be returned to WorkingRite by email to: recruit@workingrite.co.uk.

If you are unable to submit an electronic application, hard copies can be sent to the address above.

The closing date for applications is **12 noon on Monday 4th February 2019**. Interviews will take place week commencing **11th February 2019**.

This post will operate from The SEGF RiteOn Office at Catchpell House in Edinburgh, but most duties will be carried out whilst visiting employers and young people in the surrounding area.

For more information about WorkingRite visit our website: www.workingrite.co.uk

If you would like further information on the post, please email questions to dennis@workingrite.co.uk.

We look forward to receiving your completed application.

Yours sincerely

Dennis Murphy
Chief Executive Officer

JOB DESCRIPTION

JOB DETAILS

Job Title: Project Coordinator	Salary: c. £25,500 pa
Location: SEGF RiteOn Office, Edinburgh	Date: January 2019
Funding: This post is to provide 100% work for the RiteOn project and funded through the Social Economy Growth Fund.	

Context / Job Purpose

To support the delivery of an inspiring and life changing work experience and mentoring project for young people aged 16-24 in Edinburgh & The Lothians. The purpose of the project is to use the “matched & mentored” WorkingRite model to support young people with often complex barriers into sustained, positive employment, apprenticeships or further learning.

Role Summary:

To support vulnerable young people into the world of work through the provision of tailored work placements. To implement, develop, and manage operational activity in line with the project’s objectives and financial targets.

Key Responsibilities:

The post holder will be responsible for:

Project Co-ordination

1. Liaising with partner and other organisations to identify and engage with young people who will benefit from the WorkingRite programme.
2. Design, delivery and evaluation of personal & social development activity that will directly benefit young people and form a key part of the overall RiteOn project.
3. Identifying and engaging with employers who are happy and willing to provide mentored and supported work placements.
4. Appropriately matching young people to a suitable employer - to meet the needs of both the young person and the employer.

5. Ensuring all placements meet necessary requirements and safeguards in terms of insurance, liability, employment law, health and safety as directed by contract rules and WorkingRite.
6. Delivery and assessment of accredited training within the workplace.
7. Monitoring the progression of all placements and providing support to produce a positive introduction to work for the young people.
8. Having a proactive relationship with both parties in the placement and where necessary, intervening to resolve any problems with the placements that may occur.
9. Supporting the young people with any training needs relevant to their progression into full time employment and/or apprenticeships.
10. Establishing and managing comprehensive records to meet the requirements of funders and good practice.
11. Completing all (accredited body) compliance forms to a standard required by ESF/SEGF & WorkingRite.
12. Monitoring and administering the project's budget and ongoing expenditure in line with SEGF eligible costs.
13. Promoting the project to prospective employers, schools, partner organisations and appropriate agencies and producing reports as required.
14. Preparing and presenting monitoring reports for the Scottish Government SEGF & European Social Fund partners at regular intervals, where directed by management.
15. Maintaining an awareness of current Health and Safety Policy and taking responsibility for your own safety and the safety of other members of staff who may be affected by your acts or omissions at work.
16. Ensuring the maintenance of confidentiality and security of all documentation and information as required by company policy and the Data Protection Act.
17. Affording equal opportunity and access to all users of the services and those involved in its delivery in accordance with the Equalities policy.
18. Undertaking training as necessary to maintain high quality standards of work.

General

1. To safeguard children and vulnerable adults from harm and to report concerns in accordance with WorkingRite's internal referral arrangements.
2. To participate in all self-assessment and quality procedures required by WorkingRite.
3. To foster good relationships and advance equality of opportunity between different groups and eliminate discrimination, harassment and victimisation.

4. To deal professionally and respectfully with colleagues, young people and external partners at all times.
5. To attend training/refresher courses and meetings as required.
6. To co-operate and take part in WorkingRite's appraisal scheme and lesson observations.
7. To carry out other such appropriate duties that may be reasonably required to successfully carry out the role.

PERSON SPECIFICATION

KNOWLEDGE, SKILLS, QUALIFICATIONS, COMPETENCIES

Essential

- Ability to self-start and successfully manage remote projects
- Experience and evidence of supporting and developing young people facing multiple barriers to employment
- Experience of design, delivery and evaluation of personal & social development programmes of activity.
- Experience of supporting young people who have a history, or are at risk of offending
- Strong knowledge of available statutory and Third Sector provision in Edinburgh & The Lothians, particularly in the areas of youth offending & employability
- Knowledge and understanding of employers, in particular small to medium sized enterprises and businesses, and the ability to communicate with them at a professional level
- Ability to competently manage information and data using Microsoft Excel computer software.
- Knowledge of Health and Safety at work legislation, policies and procedures
- Excellent personal communication skills, including the ability to promote and sell the WorkingRite model, through networks both existing and created.
- Ability to deliver against targets with minimal supervision
- Proven administration skills
- Full driving licence and use of own car

Desirable

- Knowledge of Awarding Body Quality Assurance processes (SQA)
- Knowledge of equal opportunities issues
- Experience of delivering training in formal or informal environments
- Knowledge and experience of the small business sector

- Knowledge of current provision available to support young offenders in Edinburgh & The Lothians
- Mentoring and coaching experience

Working Rite Project overview

WorkingRite is the youth employment charity. We give young people, aged 16-19, that vital opportunity to break the Catch 22 of work experience by individually matching them to a small business in their local community for an extended work placement. By being within a real workplace, working alongside skilled adult professionals and having proper responsibility, trainees develop the skills, attitudes and maturity required to successfully enter the labour market.

Thanks to the support of WorkingRite and the dedication of local employers, over 70% of our young people go on to full time employment, apprenticeships or purposeful learning when they leave their placement. The relationship between a trainee and their employer is fundamental to the charity's success. It is vital that a great match is made for every trainee, taking into account their individual needs, personality, capability and interests.

That's where you come in.

You are the young person's gatekeeper to employment. You are the one who sees the skills and talents in them, even if they've been told by everyone else that they'll "*never amount to anything*". You're the one that fights their corner, but also tells them straight what they need to do and how they need to behave, in order to thrive in work.

You assess their strengths and weaknesses, their hopes and ambitions. Then you go out into the community and you find them an employer who will help that young person grow, learn and transform into a happy young adult with drive and purpose.

At the same time, you need to support the employers and be sensitive to their needs, hopes and struggles. Whilst on their placement the young person receives a training allowance of £35 a week from their placement-employer and £55 from the contract funder. We know from experience that given the right approach and support, most employers are very responsive to this approach.

You're there to help them perform this significant role in the young person's life. They provide the day-to-day guidance, on-the-job training and one-to-one mentoring that makes WorkingRite work. The trainee has to show them commitment and a willingness to learn in return, so you're there to make sure that happens.