



Catchpell House
4 Carpet Lane
Edinburgh
EH6 6SP

0131 553 9395

8th May 2018

Dear Applicant

Thank you for your interest in the position of WorkingRite Youth Employability Coordinator for our new project with our partner, Centrestage, in Kilmarnock.

Please find below:

- Job Description
- Person Specification
- Background information about the Kilmarnock Centrestage Project

If the Application Form and Equal Opportunities Monitoring Form are not also enclosed, please visit our website to download them:

<http://workingrite.co.uk/join-us/current-jobs/>

The successful candidate will be required to undertake a basic Disclosure Scotland Check. 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 **12.00 noon on Tuesday 29th May**. Interviews will take place on **Thursday 14th June 2018**.

This post will be based from the offices of Centrestage, Kilmarnock. Travel and use of own car is essential.

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

We look forward to receiving your completed application.

Yours faithfully,

Sandy Campbell
Founder
WorkingRite

JOB DESCRIPTION

JOB DETAILS

Job Title: Youth Employability Co-ordinator	Salary: c. £25,500 Full-time
Reporting to: Project Co-ordinator (Glasgow/Ayrshire) and National Operations Manager	Contract term: 9 months (possible extension subject to funding)
Location: Kilmarnock and surrounding areas	Date: May 2018

Context / Job Purpose

To deliver a work experience and mentoring project for young people primarily referred from Centrestage and who come from Kilmarnock and surrounding areas.

Role Summary:

Based from an office base at Centrestage in Kilmarnock, and traveling throughout the locality, you will implement, develop, and manage the operational and contractual activity of the Centrestage WorkingRite Project in line with the organisational objectives and financial targets of WorkingRite. You will be supervised by the WorkingRite Project Co-ordinator (Glasgow/Ayrshire) and line managed by WorkingRite's National Operations Manager. You will work in partnership with the staff of Centrestage.

Key Responsibilities:

The post holder will be responsible for:

1. Liaising with Centrestage, and other organisations as appropriate, to identify and engage with young people who will benefit from the WorkingRite programme.

2. Identifying and engaging with local employers who are willing to provide mentored and supported work placements.
3. Appropriately matching young people to a suitable employer - to meet the needs of both the young person and the employer.
4. 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.
5. Delivery and assessment of accredited training both during the programme's induction period and during the workplace placement.
6. Monitoring the progression of all placements and providing support to produce a positive introduction-to-work experience for the young people.
7. Responding to and resolving any problems with the placements that may occur.
8. Supporting the young people with any training needs relevant to their progression into full time employment and/or apprenticeships
9. Establishing and managing comprehensive records to meet the requirements of the funders and good practice.
10. Completing contractual and accredited body compliance forms to a standard required by WorkingRite.
11. Monitoring and administering the project's budget and ongoing expenditure - particularly in terms of trainee payments, tools and protective clothing, for each placement.
12. Promoting the project to prospective employers, partner organisations and appropriate agencies and producing promotional material and reports as required.
13. Preparing and presenting monitoring reports for WorkingRite and to the funding partners at regular intervals.
14. 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.
15. Ensuring the maintenance of confidentiality as required by company policy and the Data Protection Act.
16. Affording equal opportunity and access to all users of the services and those involved in its delivery in accordance with the Equalities policy.
17. Undertaking training as necessary to maintain high quality standards of work.
18. Undertaking any other duties as directed by WorkingRite.

PERSON SPECIFICATION

KNOWLEDGE, SKILLS, QUALIFICATIONS, COMPETENCIES

You will be empathetic, motivated and capable of delivering practical training and support to young people to launch them into a working adult future. You will be persuasive and capable of promoting and marketing the project to local businesses and other relevant agencies.

Essential

- Ability to self-start and successfully self-manage a project unsupervised
- Experience and evidence of supporting and developing young people with challenges
- Knowledge and understanding of employers, in particular small-scale contractors 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
- Full driving licence and use of own car

Desirable

- Experience of adding creative ideas to an organisation
- Experience of delivering training in both formal and non-formal environments
- Knowledge and experience of the small business sector
- Volunteer activity with young people
- Experience of working with young people with multiple and varied challenges and barriers
- Mentoring and coaching experience
- Experience/knowledge of employment standards and regulations
- Experience or understanding of Salesforce or other Client Management Systems

Background information and overview for the post of Youth Employability Coordinator at Centrestage, Kilmarnock

WorkingRite is an award winning charity that delivers a unique model of training that gets young people into work and apprenticeships. We have projects in Glasgow, Edinburgh, Aberdeen, Moray and Argyll. Over 200 young people achieve jobs and apprenticeship with us each year.

This project is a new exciting development for us in WorkingRite. Whilst still being managed by WorkingRite, this project is a close partnership with Centrestage. This means that the new WorkingRite Youth Employability Co-ordinator will be based within Centrestage premises and our programme will be integral to the support that Centrestage offers to young people. WorkingRite is now the next step for many of Centrestage's young people when they reach 16.

The WorkingRite Programme is designed to give young people, who can't make it on their own, a route into work. Ours is a work-based model that relies on the mentoring of adult workers in small businesses to inspire a young person to succeed. Most of our young people are unprepared for a working adulthood. This makes our programme ideal for many of Centrestage's young people.

Many Centrestage young people have rejected school and traditional classroom learning. We believe in learning, but school, college or skills training courses don't work for everyone. We believe that crucial employability skills are learned by being in a real workplace, learning by doing – practically, on-the-job – and by being supported and inspired by a working mentor within a real business.

The job of this Youth Employability Co-ordinator is to deliver our method for the young people who will be referred to us by Centrestage. Working with batches of young people at a time, our programme starts with an induction designed to motivate, inspire and prepare the young people practically for the world of work. It includes goal setting activities, one-to-one coaching, and some SQA training. The next stage is to find each one of them an extended work placement within a local business. Each young person is matched to an adult working mentor in that business - creating a working relationship with a mature adult who will support the young person build the skills, attitude and maturity they will need to succeed in the labour market.

During the placement period, the Youth Employability Co-ordinator will conduct reviews, support the placement-employers, and do whatever else is needed to help that young person succeed. The average length of a placement is 16 weeks, during which the trainee receives a weekly training allowance rising to £90 a week, plus travel costs.

It's a simple deal that works for both young people and employers - and 80% of the young people who complete our programme progress to full time jobs or apprenticeships.

The post-holder will need to be resourceful, organised, able to work under their own initiative, and manage all their own admin. Much of their time will be out and about, visiting employers and young people and responding to events and challenges as they occur.

The post holder will receive on-going support and supervision from the Project Co-ordinator (Glasgow/Ayrshire) who launched in January 2018 and is delivering the project until the post holder starts. The post holder's line management will be the National Operations Manager who is based at our Head Office in Leith, Edinburgh.

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