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May 2018

Dear Applicant

Thank you for your interest in the position of WorkingRite Employability Coordinator for our new pilot project with our partner, Radiant and Brighter, in Glasgow.

Please find below:

- Job Description
- Person Specification
- Background information about the Radiant and Brighter 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](mailto: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 **noon on Monday 28<sup>th</sup> May**. Interviews will take place **on Tuesday 12<sup>th</sup> June 2018**.

This post will be based from the offices of both WorkingRite and Radiant and Brighter in Glasgow. Travel and use of own car is desirable.

If you would like further information on the post, please email questions to [sandy@workingrite.co.uk](mailto:sandy@workingrite.co.uk)

We look forward to receiving your completed application.

Yours faithfully,

**Sandy Campbell**  
**Founder**  
**WorkingRite**

## JOB DESCRIPTION

### JOB DETAILS

<b>Job Title:</b> Employability Co-ordinator	<b>Salary:</b> c. £12,750 for 18.5 hours per week
<b>Reporting to:</b> Project Co-ordinator (Glasgow) and National Operations Manager	<b>Contract term:</b> 9 months (possible extension subject to funding)
<b>Location:</b> Glasgow	<b>Date:</b> May 2018

### Context / Job Purpose

To deliver a work experience and mentoring project for clients referred from Radiant and Brighter.

### Role Summary:

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

### Key Responsibilities:

The post holder will be responsible for:

1. Liaising with Radiant and Brighter to identify and engage with people who could 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 clients referred from Radiant and Brighter to a suitable employer - to meet the needs of both the client and the employer.
4. Supporting clients to resolve any issues concerning their benefits that could affect their participation on the programme
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 both during the programme's induction period and during the workplace placement.
7. Monitoring the progression of all placements and providing support to produce a positive work experience for the client.
8. Responding to and resolving any problems with the placements that may occur.
9. Supporting clients with any training needs relevant to their progression into employment.
10. Establishing and managing comprehensive records to meet the requirements of the funders and good practice.
11. Completing contractual and accredited body compliance forms to a standard required by WorkingRite.
12. Monitoring and administering the project's budget and ongoing expenditure - particularly in terms of trainee payments, tools and protective clothing, for each placement.
13. Promoting the project to prospective employers, partner organisations and appropriate agencies and producing promotional material and reports as required.
14. Preparing and presenting monitoring reports for WorkingRite and to the funding partners at regular intervals.
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 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.
19. 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 employability support to clients of Radiant and Brighter. You will have a deep knowledge and understanding of the BME community and refugees. 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 people from the BME community
- Knowledge and understanding of the barriers to employment experienced by refugees and asylum seekers
- 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

#### 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 organisations within the BME community
- Experience of working with the challenges and barriers faced by refugees
- Mentoring and coaching experience
- Experience/knowledge of employment standards and regulations
- Experience or understanding of Salesforce or other Client Management Systems
- Full driving licence and use of own car

## **Background information and overview for the post of WorkingRite Employability Coordinator with Radiant and Brighter**

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, Kilmarnock and Argyll. Over 200 young people achieve jobs and apprenticeship with us each year.

This 9 month pilot project is a new exciting development for us in WorkingRite. It is our first venture into applying our model for adults who are facing very different barriers to employment. Whilst WorkingRite currently supports a few young people from BME communities, this will be our first project that will be overwhelming focused on BME refugees, and from an older age range.

The new Employability Co-ordinator will be managed by WorkingRite, however because this project is a close partnership with Radiant and Brighter, the project will be jointly monitored and shaped to meet the needs of Radiant and Brighter clients.

The WorkingRite Programme was designed to give young people, who can't make it on their own, a route into work. We use a work-based model that relies on the mentoring of workers in small businesses to inspire young people to succeed. With this new pilot project, you will be using the same work-based mentoring model with older clients who face very different, but very real, barriers to employment.

Our work-based mentoring model works because it gives employers time to assess the young person in their working environment. It takes away the unreliability of an interview. The same approach suits the circumstances that refugees face; whose skills and qualifications are often not recognised by Scottish employers. Our programme will give these people the opportunity to prove to employers what they can do over a period of weeks.

The Employability Co-ordinator will work with batches of 3 to 5 people at a time, starting with an induction that will address the employment regulations, business expectations, and possible assumptions about refugees that clients are likely to face in the world of work. The next stage is to find each one of them a work placement within a business that matches their skills and aspirations.

During the placement period, the Employability Co-ordinator will conduct reviews, support the placement-employers, and do whatever else is needed to help the client succeed. The length of a placement will initially be 4 weeks, but will be reviewed depending on feedback from employers and clients. If the client is in receipt of benefits, these should not be affected. If they are not on benefits they will receive a weekly training allowance rising to £90 a week, plus travel costs.

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 an existing Project Co-ordinator in Glasgow. The post holder's line manager 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](http://www.workingrite.co.uk)

For more information about Radiant and Brighter, visit: [www.radiantandbrighter.com](http://www.radiantandbrighter.com)