



**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 **Youth Engagement Worker** for The Social Economy Growth Funded RiteOn Project.

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](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 **12 noon on Thursday, 14<sup>th</sup> June 2018**. Interviews will take place week commencing **18<sup>th</sup> June 2018**.

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

For more information about WorkingRite visit our website: [www.workingrite.co.uk](http://www.workingrite.co.uk)

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

We look forward to receiving your completed application.

Yours sincerely

**Dennis Murphy**  
**Chief Executive Officer**  
**WorkingRite**

## JOB DESCRIPTION

### JOB DETAILS

<b>Job Title:</b> Youth Engagement Worker	<b>Salary:</b> c. £23,000 pa
<b>Location:</b> SEGF RiteOn Office, Edinburgh	<b>Date:</b> May 2018
<b>Funding:</b> 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 play a key role in building relationships with young people in collaboration with partner organisations with a view to progressing them onto the mentored work placement programme.

There will also be a role in providing additional support to those young people who are not able to sustain a work placement at the first time of asking, addressing any barriers and supporting the transition back into a matched placement.

### Key Responsibilities:

The post holder will be responsible for:

#### **Youth Engagement**

1. Liaising with partner organisations to identify, and to be WorkingRite’s first point of contact with young people who will benefit from the Rite On programme.
2. Receiving and coordinating referrals from partner organisations in collaboration with project Coordinators.
3. Conducting initial assessment of need/readiness with all young people referred to the Rite On Programme.

4. Planning, delivery and evaluation of some group sessions as part of the Rite On Induction programme.
5. Managing an informal “floating caseload” of young people who require additional support to re-engage with the work placement element of the programme.
6. Providing focussed, relevant 1:1 support for young people as part of their additional support caseload responsibilities.
7. Alongside colleagues, help to identify, develop and maintain key referral partnerships within Edinburgh & the Lothians.
8. Working alongside referral partners, often within their premises, to begin the relationship building process with young people.
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, alongside your Rite On Project colleagues, 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 GDPR Guidelines.
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 deliver 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 general youth provision and, more specifically, youth employability
- Experience of building and maintaining relationships with different stakeholders, including young people, colleagues within partner organisations and senior stakeholders.
- Knowledge and experience of the Strategic Skills Pipeline framework.
- 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 develop lasting, positive relationships with young people who need support to thrive.
- 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 and assessing SQA accredited awards

- Experience and knowledge of the Salesforce CRM system
- Experience of delivering training in formal or informal environments
- 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 support their journey out into the community where they match with 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.