



Catchpell House
4 Carpet Lane
Edinburgh
EH6 6SP

0131 553 9395

29 March 2019

Dear Applicant

Thank you for your interest in the position of WorkingRite Project Coordinator for our project in South Glasgow.

Please find below:

- Job Description
- Person Specification
- Background information about the 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 noon on Monday 8th April 2019**. Interviews will take place **w/c Monday 8th April 2019**.

This post will be based from the offices of New Gorbals Housing Association and Southside Housing Association. Travel and use of own car is essential.

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

We look forward to receiving your completed application.

Yours faithfully,

Scott Christie
National Operations Manager
WorkingRite

JOB DESCRIPTION

JOB DETAILS

| | |
|---|---|
| Job Title: Project Co-ordinator | Salary: c. £25,500 |
| Reporting to: National Operations Manager | Contract term: 9 months (possible extension subject to funding) |
| Location: South Glasgow | Date: March 2019 |

Context / Job Purpose

To deliver a work experience and mentoring project for young people across south Glasgow, with the initial project focus being in the areas of Gorbals and East Pollokshields.

Role Summary:

Based in, or close to, south Glasgow you will implement, develop, and manage operational and contractual activity in line with the organisational objectives and financial targets and as directed by the National Operations Manager.

Key Responsibilities:

The post holder will be responsible for:

1. Liaising with partner and other organisations to identify and engage with young people who will benefit from then WorkingRite programme.
2. Identifying and engaging with placement providers willing to provide mentored and supported work placements.
3. Appropriately matching young people to a suitable placement provider - 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, health and safety as directed by contract rules and WorkingRite.
5. Delivery and assessment of accredited training within the workplace.
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, schools, partner organisations and appropriate agencies and producing promotional material and reports as required.
13. Preparing and presenting monitoring reports 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

Sales, promotional and general marketing experience as well as instructional or training experience

Essential

- Ability to self-start and successfully manage remote projects
- Knowledge and understanding of employers, in particular small-scale manual contractors and businesses, and the ability to communicate with them at a professional level
- Experience and evidence of supporting and developing young people
- 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
- Experience of working with disengaged young people
- 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
- Mentoring and coaching experience
- Experience/knowledge of employment regulations
- Experience or understanding of Salesforce or other Client Management System

Background information and overview for the post of Project Co-ordinator in South Glasgow

WorkingRite gives young people, who can't make it on their own, a route into work. Our programme 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 have come out of school unprepared for a working adulthood. They don't need more classrooms, college or skills training courses - until they get the point in learning. We believe that most of that understanding happens through being in a real workplace, learning by doing – practically, on-the-job – and by being supported and inspired by a working mentor within the work placement.

The job of a project co-ordinator is to deliver our method on the ground. This means matching 16-24 year olds with local businesses for work placements where they learn new skills and gain confidence. Our method is a simple deal that works - and 80% of young people who complete our programme progress to full time jobs or apprenticeships.

The project co-ordinator's job is to find the extended work placements within a small 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.

The project co-ordinator will also prepare the young people for their placements with a thorough induction that will include SQA training and activities to prepare them for the reality of a workplace.

During the placement period, the project 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.

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.

This post will initially focus on the areas of Gorbals and East Pollokshields. We have secured funding for a nine month pilot in these areas. We have the full support of two local housing associations: New Gorbals Housing Association and Southside Housing Association. As partners in the project they are providing additional local knowledge, office accommodation for the project co-ordinator, and some of the funding.

The successful applicant will be joining a charity with other projects in Glasgow – in the North West and South West of the city. WorkingRite also has projects in Edinburgh, the Lothians, Kilmarnock, Aberdeen, Moray and Argyll.

The post holder's line manager will be based at our Head Office in Leith, Edinburgh. Other colleagues in Glasgow will be available for informal support.

For more information about WorkingRite, please visit our website:

www.workingrite.co.uk