

August 2022

Dear Applicant

Thank you for your interest in the position of Assistant Employability Coach for the Rite to Work project. Please find below:

- Job Description
- Person Specification
- Background information about WorkingRite and the **Rite to Work** 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: WorkingRite, Catchpell House, 4 Carpet Lane, Leith, Edinburgh, EH6 6SP

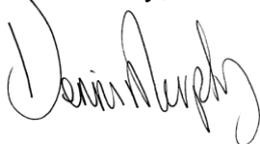
The closing date for applications is **5pm on Wednesday 17th August 2022**. Interviews are scheduled to take place week commencing **Monday 22nd August 2022**.

This post will be based in Edinburgh and will use premises in Leith and Craigmillar for the groupwork activities with the young people.

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

We look forward to receiving your completed application.

Yours faithfully,



Dennis Murphy
Chief Executive Officer

Head Office: 0131 553 9395 | info@workingrite.co.uk | www.workingrite.co.uk
Registered Office: Catchpell House, 4 Carpet Lane, Leith, Edinburgh, EH6 6SP

rite to work**ASSISTANT EMPLOYABILITY COACH
JOB DESCRIPTION**

<p>Job Title: Assistant Employability Coach (part-time)</p> <p>(August 22 to June 23 – any extension subject to performance and funding)</p>	<p>Pay: Total earnings: £6,612 for the full 2022/23 academic year (£152 per week for 16 hours)</p>
<p>Days and Hours: 9am to 5pm every Tuesday and Thursday during 2022/23 term times = 39 weeks</p> <p>Holidays: Additional 8.5 days leave – to be taken outwith term dates</p>	<p>Reporting to: WorkingRite's Development Manager – Scott Christie</p> <p>Daily supervision by: The project's lead Employability Coach – Craig Montgomery</p>
<p>Location: Edinburgh venues</p>	<p>Date: August 2022</p>

Job Summary:

To assist in the delivery and administration of the Rite to Work programme, under the supervision of the programme's lead Employability Coach. Up to twenty S4 secondary pupils will be participating throughout the 2022/23 academic year. The pupils referred by the schools will be those who are often struggling with lessons and are at risk of finishing school without any good employment prospects. The goal of the programme is to achieve good prospects for as many of these young people as possible.

The Rite to Work programme will be delivered in four small groups: two every Tuesday and two every Thursday during school term time. The groups will take place in venues in the community – not in school premises.

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Rite to Work is a programme for S4 pupils delivered by WorkingRite
WorkingRite is a registered charity in Scotland no: SC042604 | Company no: SC343819

Key Responsibilities:

You will undertake the following tasks under the supervision of the lead Employability Coach:

1. Assist in the delivery of the activities in the Rite to Work group sessions.
2. Interact with the young people on an individual basis as required.
3. Communicate and liaise with the schools and the young people's families as required.
4. Communicate and liaise with prospective employers, training providers or other organisations that could assist the young people.
5. Complete and maintain records of the young people's progress and provide appropriate information required by schools or other relevant agencies.
6. Assist with the general administration and problem-solving needed to ensure the effective on-going management of the Rite to Work programme.
7. Respect the confidentiality of the young people and their families and ensure the privacy of their data as required by the charity's policy and the Data Protection Act.
8. Promote the Rite to Work project and represent the charity professionally in all dealings with outside agencies and individuals.
9. Maintain an awareness of current Health and Safety Policy and take responsibility for your own safety and the safety of other members of staff who may be affected by your acts or omissions at work.
10. Afford equal opportunity and access to all users of the services and those involved in its delivery in accordance with the Equalities policy.
11. Undertake training as necessary to expand your skills and maintain high quality standards of work.
12. Undertake any other duties as directed by WorkingRite.

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PERSON SPECIFICATION

KNOWLEDGE, SKILLS, COMPETENCIES

You will be empathetic and motivated to support young people as they prepare for their working futures. You will be a good team player and eager to learn new skills.

Essential

- Confidence in the company of teenagers and the ability to communicate with small groups of young people
- Understanding of, and empathy with, the range of challenges young people and their families face
- Good personal communication and listening skills, including the ability to relate to different types of people
- Ability to communicate professionally with employers and other outside agencies
- Ability to use computer software for communicating and recording the project's activity
- Ability to handle deadlines and problem solve under pressure
- Ability to work in a small team and follow the lead from your supervisor
- Awareness of the importance of good Health and Safety practices at work

Desirable

- Experience of supporting and developing young people with varying challenges
- Experience of delivering training in either formal or non-formal environments
- Volunteer activity with young people
- Knowledge of the small business sector and general employment regulations
- Experience in managing data using Microsoft Excel computer software
- Experience of mentoring, counselling, or coaching
- Experience of adding creative ideas to an organisation

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Background information about WorkingRite and the Rite to Work project

WorkingRite has been delivering our work-based training programme for young people in different parts of Scotland for over 10 years. Our model is built on creating a one-to-one mentoring relationship between a trainee and an adult mentor selected from within the workforce of a local business - any kind of business.

However, we know that some pupils start to disengage from school well before their official leaving date, or they struggle to engage with lessons when they are there. As a result they are less likely to leave school with a positive destination - whether it be a job, apprenticeship or college.

So in September 2021 we started a new project to try to address this problem – before these pupils leave school. This new project is *Rite to Work*, and because we have a long relationship with Leith Academy and have helped many of their school-leavers achieve jobs and apprenticeships over the last 10 years, we asked them to be our partner. They were happy to agree.

Over the last year the *Rite to Work* programme was delivered by our *Rite to Work* Coach Craig Montgomery every Thursday at a venue outside of the school. The project was so successful that now another school, Castlebrae Community High School, has asked us to help some of their pupils too.

So from September we will be running:

- two small groups every Tuesday for pupils chosen from Castlebrae, which will be held in a community centre in Craigmillar
- two small groups every Thursday for pupils chosen from Leith Academy, which will be held in a community centre in Leith

This project is likely to grow in future years as more Edinburgh schools hear of the positive results we are achieving. (All our summer leavers progressed into a positive next step this year.) This job is only two days a week at the moment, because that is all we need right now, but it has a realistic chance of becoming bigger. That could mean more days for the successful candidate, as well as a long-term future. The limit of 16 hours a week also makes this an attractive opportunity for someone trying to reduce their dependence on benefits whilst increasing their total income.

This project works because it is delivered in a down-to-earth, friendly and firm way. Each young person is different and the challenges they face are very individual. If you become the new Assistant Employability Coach you will become Craig's right-hand colleague and an essential valued part of the team.

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