

Dear Applicant

Thank you for your interest in the position of WorkingRite. Please find below:

- Job Description
- Person Specification
- Background information about WorkingRite

To apply ***please forward a CV and covering letter of no more than 500 words detailing how you meet the criteria of the post.*** An equal opportunities survey will be sent to you on submission.

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

The successful candidate will be required to undertake a Disclosure Scotland PVG check. All Applications (CV and cover letter) 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 below.

Closing date for applications **Friday 20<sup>th</sup> March 12 noon**

Shortlisting will take place w/c **Week commencing 1<sup>st</sup> April**

Interviews are planned to take place between **Week commencing 15<sup>th</sup> April**

This post is based out of Kilmarnock, East Ayrshire and will involve a mix of home, office and field work. Applicants will be expected to be able to travel to project areas as the position requires.

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

We look forward to receiving your completed application.

Yours faithfully,



**Tracey Goslan**

**Head of Operations**

Head Office: 0141 354 7689 | [info@workingrite.co.uk](mailto:info@workingrite.co.uk) | [www.workingrite.co.uk](http://www.workingrite.co.uk)

Registered Office: Unit 1, 1a Northinch Court, Glasgow, G14 0UG

WorkingRite is a registered charity in Scotland no: SC042604 | Company no: SC343819

Trustees: Karina Good (Chair), Ashley Topping, Sara Cook,  
Maggie McGeary, Karen Lothian, Euan Chisholm, Rebecca Pierce

WorkingRite has been delivering a work-based mentored training programme for hard-to-reach young people across Scotland for nearly two decades. Our model is built on creating a one-to-one mentoring relationship between a trainee and an adult working mentor, selected from within the workforce of a local business - any kind of business. We also work throughout schools in Scotland, offering support to selected young people as they transition from the school environment.

Our work is with young people from challenging situations, who have not engaged with school. We currently have a staff of 13 project co-ordinators, each of whom supports between 20 and 30 young people a year into these mentored work placements and then on to jobs and apprenticeships. That's around 300 a year. At the same time the complexity of the barriers faced by our young people has also increased meaning our support is hugely in demand. We expect to grow the number of young people we support year on year going forward.

Our strategy is to work with young people **earlier, in more depth and for longer.**

**Earlier:** reaching young people earlier in their lives and providing access to a vocational pathway while in the S4 year at school (Rite to Work programme)

**More depth:** more in depth support for the young people that have already left school. More flexible lengths of participation, multiple placements where necessary, community level partnership work to explore the needs of the wider family (WorkingRite programme)

**Longer:** every young person that achieves a destination through a WorkingRite programme will have the option of being matched with an adult, volunteer mentor to help them navigate the transition into working life – and beyond (On Your Side Mentoring programme)

#### **Additional background information on WorkingRite**

Over the last few years WorkingRite has worked hard to diversify our funding mix and have recently secured significant investment that will see us grow our work across the country. We have also recently appointed a new CEO who has a vision to see us increase our work in the 5 local authorities we already work in and expand into new areas of Scotland where the needs of young people are greatest.

All this means it is a very exciting time to be joining WorkingRite.

#### **Employee Benefits:**

Our employee benefits reflect our culture which is built on an approach of full flexibility with accountability, and designed to help you make your most positive contribution. We offer Flexible Working by Default (allowing you to agree a work pattern with your line manager that works for you from the start of your role), annual leave you can flex around bank & school holidays, Employee Pension scheme, Life Assurance, and Employee Assistance Programme. We are also open to discuss job share applications.

#### **Diversity & Inclusion:**

WorkingRite welcomes all applicants and are keen to ensure our team reflects the diversity of Scotland and the communities we support. We encourage applications from disabled, LGBT and Black, Asian and Minority Ethnic backgrounds, along with candidates with any protected characteristics and from disadvantaged groups.

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**JOB DETAILS**

<b>Job Title:</b> Project Coordinator	<b>Salary:</b> c: £28500 (Job Family 2) F/T Role (35 hours per week)
<b>Reporting to:</b> WorkingRite Operations Manager	<b>Contract Term:</b> Permanent
<b>Location:</b> Home based/office-based East Ayrshire/Kilmarnock	<b>Date:</b> March 2024

**Role Purpose:**

To support young people aged 15 – 24 across East Ayrshire through the delivery of our relational based workplace mentoring employability programme. Delivering within schools and local communities you will implement, develop, and manage operational and contractual activity in line with our organisational objectives and financial targets. Your role will include delivering a combination of our school age project (Rite to Work) and WorkingRite's core work based mentoring model.

**Key Responsibilities:**

The post holder will be responsible for:

1. Working alongside partner organisations to identify and engage with young people who will benefit from our WorkingRite programme.
2. Support S4s in local secondary schools to deliver our Rite to Work programme as part of the WorkingRite team
3. Assess young peoples' readiness for the programme and identify and address barriers prior to engaging in the work based mentoring programme.
4. Deliver a comprehensive induction programme that will include accredited SQA & other training to prepare young people for entering the workplace both face to face including groupwork and where necessary working remotely using Digital platforms.
5. Identifying and engaging with local businesses willing to provide mentored and supported work placements.
6. Appropriately matching young people to a suitable business - to meet the needs of both the young person and the employer.
7. 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.
8. Monitoring the progression of all placements and providing support to produce a positive introduction-to-work experience for the young people.
9. Responding to and resolving any problems with the placements that may occur.
10. Supporting the young people with any training needs relevant to their progression into full time employment and/or apprenticeships.
11. Establishing and managing comprehensive records to meet the requirements of the funders and good practice.
12. Completing contractual and accredited body compliance forms to a standard required by WorkingRite.
13. Monitoring and administering the project's budget and ongoing expenditure - particularly in terms of trainee payments, tools and protective clothing, for each placement.
14. Administration of trainee payments, reports and other contract deliverables

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15. Promoting the project to prospective employers, schools, partner organisations and appropriate agencies and producing promotional material and reports as required.
16. Ensuring health and safety checks and standards are in place with work placement providers
17. Preparing and presenting monitoring reports to the funding partners at regular intervals and attend periodic meeting with partners as directed.
18. 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.
19. Ensuring the maintenance of confidentiality as required by company policy and the Data Protection Act.
20. Affording equal opportunity and access to all users of the services and those involved in its delivery in accordance with the Equalities policy.
21. Supporting other projects as the charity requires

**General**

- Comply with and promote WorkingRite's mission, vision and values at all times
- Understand the latest news, policy and research in the field of youth (un)employment
- Ensure the maintenance of confidentiality as required by company policy and the Data Protection Act
- Participate as appropriate in further professional development
- Travel regularly across Scotland and a willingness to work some evenings or occasionally at weekends as required
- Undertake any other reasonable duties appropriate to the post as directed by WorkingRite

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## PERSON SPECIFICATION

### Essential

- Ability to self-start and successfully manage remote delivery projects
- Ability to take ownership of delivery and partnerships and communicate these effectively to key stakeholders
- Ability to work as part of a team as well as working on your own initiative
- Knowledge and understanding of employers, in particular small-scale contractors and businesses, and the ability to communicate with them at a professional level
- Experience of partnership working with multiple agencies to promote and deliver a quality service
- 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

- SQA Assessor/Verifier Units
- Experience of delivering training in both formal and non-formal environments.
- Knowledge and experience of the small business sector and or securing placements and opportunities for young people
- Volunteer activity with young people
- Experience of working with disengaged young people in groups or a 1:1 setting
- Experience in making a difference to the life of a young person
- Mentoring and coaching experience
- Experience/knowledge of employment regulations
- Experience or understanding of Salesforce or other Client Management System
- Full driving licence and use of own car

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workingrite

because everyone  
remembers their first boss

*This role is subject to the PVG scheme under regulated work and the successful applicant will be required to join the PVG scheme.*

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