

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. All Applications (CV and cover letter) should be returned to WorkingRite by email to recruit@workingrite.co.uk.

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

If you are unable to submit an electronic application, hard copies can be sent to the address below.

Closing date for applications **Friday 3rd May 12 noon**
Shortlisting will take place w/c **Week commencing 6th May**
Interviews are planned to take place **Week commencing 13th May**

This post is F/T role (35 hrs per week) and will be based from our Glasgow Headquarters. Applicants may be expected 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

We look forward to receiving your completed application.

Yours faithfully,



Tracey Goslan

Head of Operations

Tracey Goslan: 07741905253 | info@workingrite.co.uk | 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 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

Job Title: Administration Officer	Salary: c: £24500 (Job Family 1) F/T role (35 hours per week)
Reporting to: Head of Operations	Contract Term: Permanent
Location: Glasgow based Head office	Date: April 2024

Role Purpose

To coordinate administration support for the wider organisation, including acting as the central point of contact in our Head Office in Whiteinch, Glasgow. To support facilities related and administrative support tasks and maintain high quality and professional relations with all internal and external contacts and be the point of contact for the organisation's external partners, stakeholders, and customers. To provide governance support to board to trustees

Responsibilities and Duties

- To coordinate the general upkeep and running of the WorkingRite head office
- To undertake health and safety duties for head office including testing of fire management systems and equipment/fire warden duties on site
- To coordinate any repairs to the building
- To be the central point of contact for visitors, contractors and guests to the head office
- To deal with general telephone and face to face enquiries in a professional manner and centrally manage the phone system and be the point of contact for all external calls to WorkingRite
- To support service delivery to conference and meeting rooms where required
- To support the compliance of external contracts and funder reporting where required
- To deliver sustainment tracking and reporting around destinations of young people who have left the programme including reporting and carrying out trainee destination calls.
- To maintain management of asset register for financial and operational audit purposes for WorkingRite
- To support the awarding of SQA accredited training through administrative support through salesforce and SQA Connect
- To support Head of Operations with recruitment and selection procedures as required
- To support the Management team with any administration duties required
- To support projects with any administration duties as required
- To manage the central mailboxes for WorkingRite

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- To provide support to board of trustees including management of board meetings, minutes and associated training and governance requirements
- To support onboarding of new staff and probationary requirements
- Any other duties as required relevant to the position.

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 where needed 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

Person Specification

Essential

- Excellent IT Skills, highly proficient in the use of all Microsoft Office applications, in particular Excel.
- Good interpersonal and communication skills
- Ability to work independently, with minimum supervision, showing initiative and making responsible decisions where required.
- Ability to work as part of a team.
- Positive attitude and willingness to learn.
- High attention to detail.
- Excellent customer service skills
- Able to communicate effectively with partners, stakeholders and customers
- Ability to work on own initiative

Desirable

- Knowledge and experience of the voluntary sector.
- Natural curiosity to support system and process improvements to develop the charity

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- Experience in similar role

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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