

**JOB DETAILS**

<b>Job Title:</b> Employability Assistant (Rite to Work)	<b>Salary:</b> c: £22000 (Job Family 1) pro rata P/T Role (14 hours per week, term time only)
<b>Reporting to:</b> Rite to Work Operations Manager	<b>Contract Term:</b> Permanent
<b>Location:</b> Delivery based Glasgow	<b>Date:</b> July 2024

**Background on WorkingRite:**

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 Rite to Work**

It has long been an ambition of WorkingRite to start to reach the young people we support earlier, i.e. before they leave school. For 16 year-old school leavers who did not succeed at school academically and are put off by the idea of college or any kind of classroom training, the availability of support to achieve a working adulthood straight from school is illusive. It is to plug that gap in the system that Rite to Work was set up to fill.

We have now been successful in securing a major investment to support the roll out of Rite to Work into new local authority areas across Edinburgh, Glasgow and Aberdeen. We are now committed to launching a further nine Rite to Work projects in new schools across these areas over the next three years. This new post will help us deliver and grow the impact of Rite to Work in Edinburgh for generations to come.

**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
- An enhanced annual leave package of 28 days plus 9 days public holidays

- Employee Pension scheme
- Employee Assistance Programme.
- Enhanced leave after set years of employment
- 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.

#### **Role Purpose:**

To support young people aged 15–24 by delivering the Rite to Work programme and supported by the local Project Coordinator. Delivery will take place during term time across multiple schools in small groups.

The post holder will be responsible for:

1. Assisting in the delivery of the activities in the Rite to Work group sessions.
2. Interacting with the young people on an individual basis as required.
3. Communicate and liaising with schools and participant families as required.
4. Complete and maintain records of the young people's progress and provide appropriate information required by schools or other relevant agencies.
5. Assist with the general administration and problem-solving needed to ensure the effective on-going delivery of the Rite to Work programme.
6. Coordination of breakfast clubs for participants including purchasing of items
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 externally where required
9. Promote WorkingRite's mission, vision, values and range of programmes to schools, partner organisations, businesses and appropriate agencies, and producing promotional material and updates as required.
10. Ensuring health and safety checks and standards are in place
11. 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.
12. Ensuring the maintenance of confidentiality as required by company policy and the Data Protection Act.
13. Affording equal opportunity and access to all users of the services and those involved in its delivery in accordance with the Equalities policy.
14. Undertake any other reasonable duties appropriate to the post as directed by WorkingRite

## **PERSON SPECIFICATION**

### **Essential**

- Confidence in the company of participant age group 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 stakeholders and other external 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 RTW Manager
- 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
- Experience in managing data using outlook packages
- Experience of mentoring, counselling, or coaching
- Experience of adding creative ideas to an organisation