

Station House Media Unit

JOB DESCRIPTION

1. ORGANISATION

POST TITLE: *shmu* Employability Support Worker

STRAND: *shmu*TRAIN/FM

LOCATION: Station House Media Unit

STATUS: 37 hours per week (flexible)
10 month fixed term contract with option to renew dependent on funding

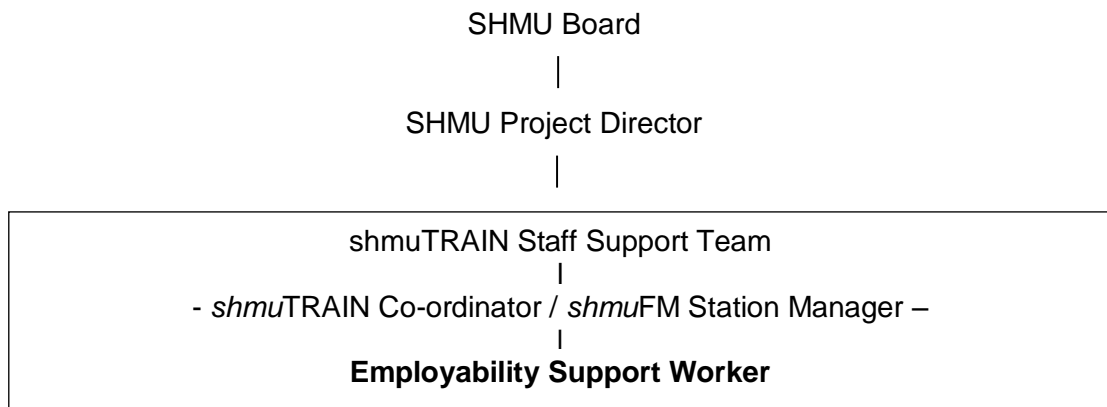
SALARY: £20,694 to £22,706 (SCP 23-26)

2. JOB PURPOSE

The post-holder will develop, implement and deliver employability programmes for 3 key areas of work under the *shmu*TRAIN strand of SHMU. Your focus will be on developing employability skills and supporting primarily young people into employment, education or training.

These key projects are; **(1)** Positive Transitions which targets 16-19 year olds, **(2)** *shmu*WORKS which targets 18-25 year olds **(3)** The post-holder will also promote, encourage and support new and existing volunteers to participate in the *shmu*WORKS programme.

3. REPORTING RELATIONSHIPS



4. MAJOR TASKS

- 4.1 To work with the *shmu*TRAIN co-ordinator and the *shmu*FM Station Manager to develop, implement and deliver an employability programme for the 18-25 age range
- 4.2 To develop, implement and deliver an employability programme for the 16-19 year olds as part of the Positive Transitions Course
- 4.3 Support existing *shmu* volunteers to identify and implement personal and professional development plans
- 4.4 Undertake other related duties as required

5. ACTIVITIES

- 5.1 To work with the *shmu*TRAIN Co-ordinator and the *shmu*FM Station Manager to develop, implement and deliver an employability programme for the 18-25 age range**
 - 5.1.1 Advise and coach clients on job search techniques and personal presentation
 - 5.1.2 Identify potential further training/skills development opportunities out with SHMU
 - 5.1.3 Help clients to move towards a positive destination of education, employment or training.
 - 5.1.4 Deliver the employability component of the Big Lottery funded *shmu*WORKS programme and contribute towards achieving the desired outcomes
 - 5.1.5 Maintain accurate and appropriate client records and produce reports as required
 - 5.1.6 Work alongside the *shmu*TRAIN Co-ordinator and *shmu*FM Station Manager in order to identify future funding to ensure sustainability of the programme
 - 5.1.7 Research and inform SHMU staff members of any training available to help expand the skills and knowledge of the wider staff team

- 5.2 To develop, implement and deliver an employability programme for the 16-19 year olds as part of the Positive Transitions Course**
 - 5.2.1 Engage 16-19 year olds in actively looking for a positive destination of Employment, Education or Further training by Deliver a range of group work activities appropriate to needs of the clients.
 - 5.2.2 Advise and coach clients on job search techniques and personal presentation skills
 - 5.2.3 Deliver the employability component of the Inspiring Scotland funded Positive Transitions programme and contribute towards achieving the desired outcomes
 - 5.2.4 Maintain accurate and appropriate client records and produce reports as required
 - 5.2.5 Work alongside the *shmu*TRAIN Co-ordinator in order to identify future funding to ensure sustainability of the programme
 - 5.2.6 Research and inform SHMU staff members of any training available to help expand the skills and knowledge of the wider staff team on 16-19 year old employability work

- 5.3 Support existing *shmu* volunteers to identify and implement personal and professional development plans**
 - 5.3.1 Work with volunteers to identify the resources available to help them self-manage their career development and assist them to use these tools effectively
 - 5.3.2 Deliver a range of group work activities appropriate to the career management and employability needs of the volunteers
 - 5.3.3 Act as an advocate for volunteers, ensuring appropriate referral and signposting
 - 5.3.4 Initiate a tracking system to maintain engagement and check on progress, and where necessary provide on-going support to assist clients to sustain a positive destination
 - 5.3.5 Work alongside other staff team members to offer support to volunteers to explore issues individually or with other volunteers in a group setting
 - 5.3.6 Maintain accurate and appropriate client records and produce reports as required

5.4 Undertake other related duties as required

5.4.1 Take part in training and attend relevant meetings as required

5.4.2 Attend Job Fairs and other careers events to promote the employability programme and the organisation as a whole

5.4.3 Undertake common assessment and tracking through the Mega-nexus database system

5.4.4 Undertake other duties as required by *shmu*TRAIN Co-ordinator, Project Director and/or the *shmu* Board

Person Specification

Job Title: **shmuTRAIN Employability Support Worker**
 Salary: £20,694 to £22,706 (SCP 23-26)

CRITERIA	ESSENTIAL	DESIRABLE
1. EXPERIENCE	<p>Experience of working with the general public, preferably within a community setting.</p> <p>Knowledge and experience of methods of client engagement and the tools available for employability support</p> <p>A knowledge and understanding of current and emerging models and approaches for supporting and enabling clients in their career management and skills development</p>	<p>Experience of working in/with Community Learning & Development, Skills Development Scotland or Job Centre+</p> <p>Experience in the delivery of employability programmes</p> <p>Experience of working to a Board of Directors or Management Committee</p> <p>Experience in monitoring and evaluation techniques</p> <p>An understanding of equal opportunities, health & safety and child protection</p>
2. QUALIFICATIONS	<p>Qualified in Careers Guidance or an equivalent qualification <i>or</i> Qualification in Community Education or equivalent (e.g. Diploma or Post-Graduate Certificate in Community Work, Adult Education or Youth and Community Work) <i>and/or</i> at least 2 years comparable relevant work-based experience</p>	<p>Full Driving Licence</p> <p>First Aid certificate</p>
3. SPECIAL SKILLS/ APTITUDES	<p>Ability to manage constant demands and to work with competing deadlines</p> <p>Ability to liaise with staff at all levels</p> <p>Ability to communicate well with a wide range of people including other staff, children, young people and adult learners in a friendly manner</p> <p>Excellent time management skills of self and others</p> <p>Excellent organisational skills, including maintaining accurate records</p> <p>Ability to utilise appropriate management information systems and produce and write reports</p> <p>Able to deal with conflicting situations</p> <p>Ability to use initiative and to prioritise tasks</p> <p>Ability to work in busy community setting</p>	<p>Ability to work in a way which promotes equal opportunities for all centre users</p> <p>Ability to deal with conflicting situations</p>

<p>4. PERSONAL QUALITIES</p>	<p>Able to work on own initiative and as part of a team and make a contribution to future plans</p> <p>Well-developed interpersonal skills with ability to communicate well with the public in a non-judgemental manner</p> <p>The ability to be tactful and sensitive but assertive when appropriate</p> <p>Ensure confidentiality of participants and adhere to SHMU Data Protection policy at all times</p> <p>Flexible attitude and willingness to work unsociable hours to meet the needs of the Organisation</p>	<p>Willingness to expand professional practice through on-going training, a commitment to personal learning and development</p> <p>Ability to promote inclusion and challenge discrimination</p>
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