

## Move On

**Job Description**

**Job Title: Development Worker (Community)**

**Responsible to: Assistant Manager**

**Location: Glasgow City Wide and in the community but based within the Move On Glasgow St Enoch Square Office.**

**Salary: £24,143 to £26,826 It is Move On policy to start on point one of the salary scales.**

**Hours:** **35 hours per week** to be worked flexibly – will include office hours (Monday to Friday 9am – 5pm), some evenings and weekends.

**Main Purpose of Job:**  Development Worker (Community)

Move On works in Scotland to unlock the potential of vulnerable young people and adults, enabling a positive future and improving peoples lives. From our bases in Glasgow and Edinburgh we provide a range of services including mentoring, training, peer education, volunteering opportunities, guidance, support, advice and information.

We are looking for a Development Worker to lead and develop the delivery of our range of community based employability programmes. The role will support young people and adults to access and sustain an integrated employability programme, gaining practical work experience, skills and vocational training, including SQA qualifications.

Move On offers:

* 25 days annual leave and 9 bank holidays for the first 2 years of service, increasing to 28 days and 9 bank holidays after 3 years; (pro-rata for part-time staff)
* Flexi-time;
* Option to buy additional annual leave;
* Annual personal volunteering day for staff;
* Individual training allowance and commitment to CPD;
* TOIL system.

**Key Functions and Responsibilities:**

* Support individuals on a one-to-one basis to work towards their agreed goals.
* Provide a range of structured support to both young people and adults which may include face to face appointments, telephone support, mentoring support, or group meetings.
* Working with clients to create individual action plans and assessments to track, evaluate and monitor their progress on their employability journey.
* Complete case recording, monitoring and evaluations using various case management systems and databases.
* Achieve agreed targets and ensure compliance when recording outcomes and progressions on recording systems.
* Work in partnership with the wider Move On team and other agencies to link clients in with training, support and advice opportunities and ensure an integrated approach.
* Establish good external relationships and develop links with statutory and voluntary organisations to promote and develop all Move On’s services.
* Ensure that the safety and welfare of individuals are protected in accordance with Move On’s safeguarding policies and procedures.
* Follow and adhere to Move On’s Lone Working Policy when working with clients in the community.
* Participate in team meetings, regular support & supervision and training.
* Undertake any other duties or tasks which may be reasonably considered within the remit of the post.

**Creativity:**

* Shaping and delivering services – ability to provide a flexible response to the changing needs and circumstances of individual accessing programmes;
* Supporting volunteers to play a positive role, imparting valuable information and experiences to people to support their transition towards independence;
* Working alongside the Assistant Manager and Mentoring and Employability Manager to generate and implement ideas for improving service delivery and achieving positive outcomes;
* Understanding and working within the ethos of ‘helping people to help themselves’.

**Key Relationships:**

**Internal:**

* Development Workers
* Assistant Manager
* Mentoring and Employability Manager
* Volunteering Manager
* Wider Move On staff teams
* Trainees and students on placements
* Volunteers

**External:**

* Young People
* Family members/caregivers of young people as appropriate
* Specialist support providers such as Social Workers
* Community-based projects and other service providers



**Move On**

**Development Worker**

**Person Specification**

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| --- | --- | --- |
|  | ***Essential*** | ***Desirable*** |
| ***SKILLS***  ***AND***  ***QUALITIES*** | * Educated to degree level or equivalent qualification and/or experience. * Awareness of barriers for adults experiencing homelessness, addiction, and the criminal justice system. * Awareness of employability barriers young people face as well as the employability landscape. * Ability to communicate with and effectively support young people and adults on a 1-2-1 basis. * Ability to use a trauma informed and compassionate approach to support. * Competent IT skills. * Ability to work well on own initiative and as part of a team. * Ability to work well under pressure; * Excellent time management and organisational skills. * Awareness of the importance of upholding professional boundaries when working with people. | * Awareness of the benefits of volunteering and how to positively support volunteers in their roles; * Experience of working with people in a group setting including delivering employability and accredited training and information sessions. * Awareness of Scottish Qualifications Framework |
| ***EXPERIENCE*** | * Experience working with clients experiencing homelessness, addictions, and the criminal justice system. * Experience of working in partnership with/liaising with statutory agencies, specialist support and wider third sector organisations; * Experience of providing employability support with an understanding of the employability landscape in Glasgow; * Experience of using a person-centred approach to service delivery and development; * Experience of data collection and recording; * Experience of using basic financial procedures including accurately processing expenses incurred. | * Experience using the Hanlon Database. * Experience of facilitating group work and/or delivering accredited training/information sessions; * Employer engagement; * Experience of delivering vocational qualifications; |

**Please refer to web site for information on Move On**

[**www.moveon.org.uk**](http://www.moveon.org.uk)

**Closing Date TBC**

**Please send completed application rebecca@moveon.org.uk**

The post is subject to PVG disclosure.