## **Move On**

**Job Description**

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

**Responsible to: Assistant Manager**

**Location: Move On Fareshare Glasgow and West of Scotland Depot, Whiteinch, Glasgow and 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 (Employability)

FareShare works with the food and drink industry to save good quality surplus food from going to waste and distributes it to organisations working with the most vulnerable people in the community. The Fareshare, Glasgow and West of Scotland depot (FSGWS) operates a full-time staff team as well as volunteers.

We are looking for a Development Worker to lead and develop the delivery of our range of 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:

* 29 days annual leave and 5 bank holidays for the first 2 years of service,
* 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:**

* Delivery and development of Move On’s accredited employability training programmes to young people, adults, and volunteers.
* Support young people and adults to complete bespoke action plans and assessments as part of their employability journey.
* Supporting young people to complete vocational training and work experience in Move On’s Fareshare Glasgow and the West of Scotland social enterprise.
* Establish good external relationships and develop links with statutory and voluntary organisations to promote and develop all Move On’s services.
* Complete case recording, monitoring and evaluation using various case management systems and databases.
* Achieve agreed targets and ensure compliance when recording outcomes and progressions on recording systems.
* Ensure that the safety and welfare of individuals are protected in accordance with Move On’s safeguarding policies and procedures.
* Liaise with other agencies and practitioners to ensure an integrated approach for all individuals receiving the service.
* 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 young people 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
* Wider Move On staff teams
* Mentoring and Employability Manager
* Volunteering Manager
* Trainees and students on placements
* Volunteers

**External:**

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