

MOVE ON

Move On

Job Description

Job Title: Development Worker (Maternity Cover)

Responsible to: Senior Development Worker

Location: Move On Edinburgh Office, 7 Bakehouse Close, Edinburgh, EH8 8DD

Salary: £24,623 (Salary currently under review)

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

We are looking for a Development Worker to deliver our range of our employability and mentoring programmes. The role will support young people and adults to access and sustain integrated employability programmes, and one to one support.

Move On offers:

- 29 days annual leave and 5 bank holidays for the first 2 years of service;
- Flexitime;
- 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.
- Co-ordinate mentor matches; providing support to mentees and volunteer mentors.

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- 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.
- 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:

- Mentoring and Employability Manager
- Trauma Skilled Co-ordinator
- Assistant Manager
- Development Workers
- Wider Move On staff teams
- Trainees and students on placements
- Volunteers

External:

- Adults and young people accessing Move On's services
- Family members/caregivers of young people as appropriate
- Specialist support providers such as Social Workers
- Schools staff
- Partner organisations
- Community-based projects and other service providers

Application Process:

Can you please send a C.V with covering letter to Amy Dunn amy.dunn@moveon.org.uk

Closing Date 23/01/2026