**FARE Scotland**

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**Position**: **DYW Worker (School Based)**

**Reporting to: Attainment & Skills Manager**

**Contractual status: Full Time, 35 hours per week**

**Salary: £23,000 - £24,000 per annum**

**Annual Leave: 25 days with 9 public holidays**

**Job Description:**

FAREs Employability Programme is to provide accredited training and support to members of the school to access further education, training and/or employment. The post holder will work closely with the schools senior leadership team and the Attainment & Skills Manager to ensure high quality programmes are delivered to achieve their aims for the candidates. The DYW worker will be responsible for the programme training, delivery, evaluation and forming relationships with key stakeholders and providing reports.

**Key Responsibilities:**

* Design all referral/induction and training materials, provide an induction to all new trainees using prescribed documentation and procedures.
* Undertake 1-1 goal setting interviews and reviews.
* Deliver training in-group settings using a range of learning materials accommodating a range of learning styles.
* Maintain up to date knowledge of the employment sector for young people and pre- employment training provision that may be needed.
* Ensure young people get the support that they require to help them remain engaged, focused and progress to their identified goals.
* Build trusting relationships with FARE, school staff and young people, challenge negative attitudes and behaviors whilst motivating individuals to retain focus.
* Support participants’ FE and job search activities, personal development, goal setting, identifying and overcoming barriers, CV development, completing applications, interview skills, and accredited qualifications.
* Liaise with employers to identify job opportunities, further training and/or education within the stages of the Employability Pipeline in order to meet recruitment targets and outcomes.
* Provide post-employment support to achieve sustained employment outcomes,Including tracking, and record keeping through database.
* Attend meetings to represent FARE promoting the DYW Programme at external events if required. Monitor and evaluate all employability training programmes.
* Adapt to changing needs and requirements as the position and organisation grows and develops.
* Have successfully completed a PVG (Protecting Vulnerable groups) application.
* Any other duties appointed by the Senior Management Team.

**Person Specification:**

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| **Skills** Essential Desirable | | |
| Excellent communication and presentation skills |  |  |
| Ability to motivate individuals facing barriers to employment |  |  |
| Organised and systematic approach to monitoring and reporting |  |  |
| Ability to work with people at all levels internally and externally |  |  |
| The drive and initiative to work independently |  |  |
| Ability to share learning and develop practice through feedback |  |  |
| Ability to challenge, in a constructive manner, negative attitudes |  |  |
| Excellent IT skills in Word, Excel, Outlook, Access, particularly for database-related work and report writing |  |  |

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| **Education/training** | Essential | Desirable |
| Educated to HNC/HND level or minimum of 2 years relevant experience. |  |  |
| Full UK Driving Licence (maximum 6 penalty points) |    |  |

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| **Knowledge** |  | Essential | Desirable |
| Good knowledge of employability initiatives or learning environment | |  |  |
| Knowledge of statutory organisations including Skills Development  Scotland | |  |    |
| **Experience** |  | Essential | Desirable |
| Experience of providing outcomes-focused employability skills to individuals excluded from mainstream employment | |  |  |
| Experience of delivering SVQ’s | |  |    |
| Experience of providing in-work support | |    |  |
| Recruitment and selection experience | |  |    |