

Job Description

Job Title:	Employability Worker
Hours:	28 Hours, 4 days per week
Salary:	£32,652.82 (£26,122.26 pro rata) SCP 27
Responsible To:	Senior Worker - Employability Service
Holiday Entitlement:	26 days annual leave pro-rata plus 10 public holidays
Contract:	1 year funding fixed term contract

This role is subject to satisfactory Adult PVG scheme membership.

The post is a hybrid role of office based, community based and occasional working from home. In addition, face to face delivery of workshops and meetings with service users will be required along with the use of phone calls and video calling where appropriate. This post will primarily be based in and around Central Edinburgh.

Job Purpose

The overarching aims of this post are:

- Women have increased financial independence (access to economic resources, education, paid labour market, routes out of poverty).
- Supporting women who are/have experienced domestic abuse to access and engage with education, training and employment.
- Building and maintaining relationships with partner organisations.
- The post holder(s) will work with Edinburgh Women's Aid and Shakti Women's Aid service users to:
 - Discuss with women about their access to paid employment, education, training, volunteering and the range of additional barriers that they face as a result of domestic abuse.
 - Facilitate groups of women in employability issues that are pertinent to them and that they have helped identify in their action plan.
 - Support women to progress on their path to paid employment/training/education and progress towards their individual goals.
- Monitor, review and evaluate the project.

Main Duties

- Process referrals from Edinburgh Women's Aid (EWA) and Shakti Women's Aid (Shakti WA).
- Co-ordinate assessments with women to gauge their suitability for service provision.
- Provide direct employment support to women using a person-centred approach and manage a varied case load.
- Organise, resource, prepare and facilitate groups
- Work proactively to increase Group attendance by sending Group invites, contacting new referrals and ensuring attendance.
- Develop links with employers, employability projects, learning/training providers, and other partners to support women's employment goals.
- Conduct ongoing monitoring and evaluation using multiple client relationship management systems.
- To have an understanding of the further and higher education systems in Scotland.
- Support the Employability Co-ordinator with appropriate and timely information for reporting purposes.

Other Tasks

- Develop EWA and Shakti WA colleagues' understanding of the project and support appropriate referrals.
- Work with EWA and Shakti WA colleagues to support individual women to meet their work and learning goals.

Please note- the above list is not exhaustive

Person Specification

Essential requirements

- Commitment to the values of Women's Aid and an understanding of domestic abuse as violence against women.
- Experience and knowledge of the particular issues faced by BME women.
- In-depth knowledge of issues relating to gender-based violence and an ability to apply this knowledge in working with service users, employers and other stakeholders.
- Experience of providing direct employment support to women.
- Experience of facilitating group work with diverse communities whilst maintaining boundaries within the group.
- Experience of interfacing with employers or employability programmes.

- Ability to demonstrate experience and understanding of multi-agency partnership working.
- Ability to demonstrate successful self-directed working.
- Strong employability coaching skills to include CV writing skills, job searches, application writing and interview preparation.
- Ability to adapt to changing circumstances for the facilitation of groups.
- Ability to travel to various locations in Edinburgh City centre for the group sessions and willing to co-facilitate indoor and some outdoor activities.
- The organisational skills needed to manage a variable caseload.
- A range of skills to communicate at all levels with colleagues, service users, partners and employers.
- Demonstrate a positive and encouraging approach when supporting participants in groups and act as a positive role model.
- Demonstrate a genuine passion for empowering women through employability and confidence-building group work.
- A working knowledge of employment programmes and an understanding of the impact and potential of these when viewed through a gendered lens.
- Ability to maintain highly accurate records in relation to performance and outcomes.
- A proven track record in achieving agreed outcomes.
- Ability to provide a secure, confidential home working space is a pre-requisite for home working.
- Ability to monitor expenditure effectively.

Desirable requirements

- An understanding of welfare benefits and their role in helping/preventing people into work.
- Experience of working with the Helix data management system and/or Barclays Lifeskills resources (however, training can be provided).
- Experience of or willingness to set up IT devices (mobile phones and laptops).

Women only need apply under Schedule 9 (Part 1) of the Equality Act 2010

Edinburgh Women's Aid is an equal opportunities employer and welcomes applications from all sections of the community.

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