

## Job description

### Senior Key Worker

### Green Skills Centre (West Lothian and Edinburgh)

Full time (37 hours per week) or

Part time (minimum of 32 hours per week)

#### **This is a new post**

For over 50 years, Cyrenians has tackled the causes and consequences of homelessness.

We understand that there are many routes into homelessness, and that there is no 'one size fits all' approach to supporting people towards more positive and stable futures. That's why all our work is values-led and relationships-based. We meet people where they are, and support them towards where they want to be.

Our mission: To tackle the causes and consequences of homelessness through learning from lived experience; by delivering targeted services which focus on prevention, early intervention and support into a home; and by influencing changes in legislation and policy.

**Compassion | Respect | Integrity | Innovation**

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## **1 General**

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Cyrenians has an ambitious plan to develop its services which support people to gain the confidence, skills, qualifications and experience to lead a healthy working life. We deliver a range of services focused on young people who face barriers to employment, training and further education.

This is a new role based at our Green Skills Centre where we offer group training and development work to young people and other groups at risk of experiencing homelessness. We offer workshops, accredited training and client-led learning pathways. Our learning work includes sustainable horticulture, market gardening, woodland skills, peer-mentoring and outdoor-education.

For many people the mainstream education system and traditional career pathways simply do not work. We realise that many 'at risk' groups also suffer from a nature deficit and sense of disconnection which can intensify and compound the struggles people face. We aim to be a restorative and supportive influence for these people. Restoring connection to the land, to ourselves and to each other, whilst equipping people with new skills to move forward in life. We provide practical person-centred learning opportunities, with nature and the outdoors at the centre.

This role will coordinate the Green Skills project, working closely with the Green Skills Centre team to deliver the courses to recent school leavers, many of whom are likely to have gained few qualifications while at school. You will ensure that the young people are supported throughout the course and will build

relationships with each group. The role will include recruitment for the course and ensuring all delivery is done in a person-centred way. You will work with the young people during and after the course to identify the most appropriate next step for them such as further education, training or secure employment.

Cyrenians requires all staff to be flexible in their approach and to display care, respect and a non-judgmental approach, being prepared to work tenaciously and imaginatively towards successful outcomes.

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## **2 Tasks and Responsibilities**

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### **Work closely with Green Skills Centre team to provide support for the young people during their 10-week course at the Centre:**

- Contribute and participate as a member of Green skills centre team, building relationships with colleagues, farm community and staff across Cyrenians.
- Maintain and communicate the schedule of activities happening on site during each course (three courses each year).
- Work with the team to plan and deliver a range of Green Skills Learning/Wellbeing sessions during the course including supporting the delivery of workshops.
- Deliver employability group sessions during each course with a focus on identified needs, e.g. reflecting on skills developed, introduction to CVs etc.
- Arrange transport and food for the young people, administer the client fund and manage expenses and petty cash for activities during each course.

### **Provide excellent one-to-one support to young people**

- Meet young people before the course to build relationships and ensure they are fully engaged with the service; and support their attendance.
- Produce, and regularly review, personal action plans for all the young people you work with (with their input)
- Provide high quality keywork based on Cyrenians' Key Worker Practice Model (Egan's Skilled Helper model)
- As a lone worker carry out home visits and accompany young people to meetings and appointments that will help them to move closer to employment, training or education goals set in their action plans e.g. CVs, interviews, work experience opportunities, college applications.
- Support young people who need one-to-one assistance.
- Empower young people to make informed decisions about next steps and their progression. Support them to progress along the Edinburgh strategic skills pipeline by referring them on to next stage activities and opportunities (Joined up For Jobs, Edinburgh Strategic Pipeline Provision 2022- 2025)

### **Work with partner agencies, to recruit young people for the Green Skills Project and establish positive progression routes**

- Work alongside partners in schools, SDS, voluntary sector agencies and other post-school services to identify, and engage with, young people who will benefit from Green Skills Project.

- Develop close relationships with key individuals within the target schools and ensure they fully understand the service that we're offering.
- Build relationships with and liaise with delivery partners, such as Borders College, to ensure the smooth scheduling and running of the course.
- Liaise with partners to identify possible placements after the course including those offering progression towards green skills opportunities such as education, training or employment; ensuring health and safety and risk assessment regulations are adhered to

### **Team support and development**

- Provide direct line management to the Administrator as the team grows (funding dependent)
- Ensure they are well supported, have clear objectives and opportunities for learning and development
- Ensure that performance management systems are well implemented
- Participate in recruitment, ensuring compliance with organisational policies

### **Measuring and Valuing**

- Ensure all Cyrenians' monitoring and reporting systems are maintained
  - Manage own workload to ensure that regular time is in your calendar for recording the work being done
- Work with the Service Manager to develop robust reporting system for KPIs
- Participate in learning/training associated with monitoring and evaluation
- Ensure funder outcomes are met and reporting deadlines are met.

### **Participate in aspects of the management and monitoring of the service.**

- Participate in service planning meetings and reviews.
- Maintain an individual work plan consistent with the overall service plan.
- Participate in annual review and regular supervision sessions.
  - Identify personal development opportunities
  - Participate in reflective practice
- Ensure you follow all Health and Safety policies and procedures at all times
  - Ensure risk assessments are completed for home visits, and all activities involving young people
  - Follow lone working and out of hours reporting procedures
- Undertake training which is appropriate to the project's needs.
  - Complete assigned in-house eLearning training courses
- Undertake other relevant/appropriate tasks as required by the Service Manager.

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## **3 Person Specification**

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<b>Knowledge and Experience</b>	
Experience of working directly with young people and/or school leavers in participatory and inclusive ways	Essential
Demonstrable understanding of the issues that affect young people, such as: mental health, poverty, neurodiversity, care experience, criminal justice	Essential

Experience of partnership working	Essential
Experience of maintaining administrative systems, working within organisational policies, and excellent digital skills	Essential
Excellent interpersonal communication skills	Essential
Line management experience	Desirable
Experience of lone working, outreach and home visiting support for young people and families	Desirable
Experience of facilitating groups and supporting green skills development/outdoor education	Desirable
Qualification in Careers Guidance, Community Education or Youth Work or suitable level of experience in delivering Key Work	Desirable
<b>Values and attributes</b>	
Passionate about enabling people to reach their potential	Essential
Commitment to quality assurance and high standards in service delivery	Essential
Patient and respectful of all people, whatever their background or presenting behaviour	Essential
Ability to relate to and communicate with young people who may feel excluded and marginalised	Essential
Able to work flexibly and respond to emerging situations	Essential
Ability to use own initiative and organise own workload	Essential

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## 4 Terms & Conditions

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<u>Employer:</u>	Cyrenians
<u>Line Manager:</u>	Service Manager – Green Skills Centre
<u>Liaison with:</u>	Cyrenians’ Skills and Development Team and external referrers
<u>Workplace:</u>	Cyrenians’ Farm, EH27 8DS with travel across Edinburgh
<u>Working Hours:</u>	Full time (37 hours per week) or Part time (minimum of 32 hours per week)
<u>Annual Leave</u>	25 days plus 10 public holidays (pro rata)
<u>Salary:</u>	£28,759 to £31,595 per annum (scale points 25–28). Pro rata for part time: This equates to £24,872 per annum for a 32-hour week at scale point 25
<u>Pension:</u>	Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 5% employee and 3% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%)
<u>Funding:</u>	Funding has been confirmed to 31 <sup>st</sup> March 2027
<u>Disclosure:</u>	PVG scheme membership is required

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## **5 Application deadline and Interview dates**

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Closing date: Closing date is 12 noon on Monday 20<sup>th</sup> May 2024  
Interview date: First interviews will be held on Wednesday 29<sup>th</sup> May at  
Cyrenians' Farm, Kirknewton, EH27 8DS  
Stage 2 date: To be confirmed

Please refer to the Recruitment Information leaflet for further information on completing and submitting your application form.

Further information can be found at [www.cyrenians.scot](http://www.cyrenians.scot)