



JOB DESCRIPTION

Employability Support Worker 14hrs pw

Eyemouth and various locations across Berwickshire

Responsible to the Services Manager

Salary - £14.45 per hour

ReTweed is a pioneering rural social enterprise based in the Scottish Borders. We deliver innovative training and skills development for women through craft, design and technology. In a supportive environment, women can enjoy learning new skills, build new connections, find new ways to express themselves and increase their self-belief, encouraging them to move forward in their life's journey.

At our dedicated workshop and retail premises in Eyemouth and local community courses, each student learns to use a sewing machine and creates a range of beautiful handmade furnishings, fashions and crafts, using quality second-hand textiles. We sell these products to re-invest in ReTweed, taking us forward as a not-for-profit business supporting women and promoting community good.

Role Purpose

The Employability Support Worker is responsible for providing employability and support services to women who are looking to develop their skills, increase their confidence and make a journey of progress towards a range of positive destinations. The postholder will be passionate and committed to making a meaningful difference for women experiencing multiple barriers to moving out of poverty. They will be able to motivate, mentor and support people looking to develop their confidence and skills and progress along the employability pathway. They will be enthusiastic about contributing to the delivery and further development of ReTweed and be able to build trusting professional relationships.

Critically, you will have excellent interpersonal skills, with an understanding and sensitivity of people's journeys the challenges they have had in their lives, and the impacts of poverty and inequality. They will work in conjunction with the Lead Trainer, Volunteer Support and Operations Worker and the Services Manager to direct and deliver a dynamic and rewarding volunteer programme.

This is an exciting opportunity to support women and young people who are making a journey back into education, work or volunteering by facilitating skills development and social connectedness.

The Postholder will be expected to work a regular pattern of 14 hours per week with some flexibility to meet the needs of the organisation.

Key Responsibilities:

Service Development and Delivery:

Provide an employability and support service to women who are looking to develop their skills, increase their confidence and make a journey of progress towards a range of positive destinations.

Facilitate progress towards employment, training, education, and volunteering outcomes through the development of existing links with employability intermediaries, employment support projects, education and training providers, as well as other community groups and services.

Attend employability forums and promotional events for the service, some of which may be out of office hours

Client Engagement and Assessment:

Build rapport and establish trust with ReTweed students and volunteers.

Conduct comprehensive assessments to identify individual strengths, challenges, and employability goals.

Collaborate with beneficiaries to develop personalised employability/progression plans.

Employability Workshops and Training:

Design and deliver workshops on CV building, job searching, interview skills, and workplace etiquette including conflict resolution, stress management and time management

Provide targeted training sessions to enhance specific employability skills.

Develop and maintain partnerships with external trainers and organisations to expand training opportunities.

One-on-One Support:

Offer personalised support to beneficiaries, addressing barriers to employment. Work flexibly and proactively with our participants who may require additional support to make the best use of the advice and support offered by the project

Assist in the creation of tailored action plans, setting realistic and achievable goals.

Provide ongoing mentorship and coaching to build confidence and resilience.

Provide appointments for women, out in the community and or online/over the phone according to individual needs or geography.

Resource Coordination:

Support people to access and connect with relevant resources, including education and training programmes, childcare services, travel assistance, and mental health support.

Collaborate with local businesses and organisations to identify job, volunteering and work experience opportunities for ReTweed students and volunteers

Foster and develop a partnership approach focusing on establishing positive working relationships and involving partner interventions and joint working opportunities to make sure each one of our participants gets as joined-up support as possible within a rural context.

Job Placement and Follow-Up:

Actively engage with employers to create job placement opportunities for clients.

Support clients in the application and interview process.

Conduct follow-up with placed beneficiaries to ensure successful integration into the workplace.

Data Management and Reporting:

Maintain accurate and up-to-date records of client interactions and progress.

Generate regular reports on program outcomes, successes, and challenges.

Utilise data to assess the effectiveness of employability programmes and make recommendations for improvement.

Assessment and Evaluation:

Contribute to the ongoing evaluation of the project through case studies or user surveys

Prepare reports as required on the outcomes and impact of the employability service

Personal Development:

Actively participate in all training sessions provided.

Maintain up-to-date knowledge in areas related to employability including being part of the Borders-wide employability network where possible

Proactively participate in regular professional supervision

Person Specification

Ability to motivate and mentor adults and young people who are looking to develop their confidence and skills and progress along the employability pathway.
Strong understanding of the challenges faced by marginalised and vulnerable communities.
Ability to work collaboratively with diverse stakeholders.
Knowledge of relevant local resources and community networks.
Experience in developing trusting relationships in a formal setting.
Experience in managing a caseload whilst working with vulnerable groups.
Experience in working in a setting where advice and information is provided.
Experience in facilitating group work.
Ability to work independently and use own initiative but also work collectively as part of a team.
Understanding of trauma-informed practice.
Awareness of legislation in safeguarding, health & safety, and data protection.
Ability to research problems and find solutions.
Excellent communication skills.
Ability to quickly learn new skills and develop a high level of competence in the employability field.
Excellent literacy and numeracy skills, and the ability to write clear case notes.
Good IT skills.
Commitment to ReTweed's mission and values including equality and diversity.

NB: This post is open to women only (Equality Act 2010 Work Occupational Requirement Exception, Schedule 9 Paragraph 1)

All staff will take part in annual job appraisal and feedback activities. Staff will also have access to a training budget.

RETWEED ORGANOGRAM – JANUARY 2024

