



# Employment Facilitator

## Job Description

### Role Purpose

**Our vision is that every child and young person in the country has a safe and happy childhood. To help us achieve this, the role will:**

Directly support and deliver a range of both practical and vocational employability programmes aimed at young people aged 16-24 to access, maintain and sustain employment through the provision of a comprehensive in-house training programme and work placement, supported through a key worker approach for up to 6 months from securing employment.

**In this role, you'll be responsible and accountable for:**

1. Provide a responsive, high quality and customer focused service to young people seeking to enter the labour market and our partners based on an assessment of need that is regularly and professionally reviewed and the development of aspirational action plans which are outcomes driven.
2. Consistently apply Action for Children's and professional practice standards and ensuring their implementation as necessary and being proactive in their implementation.
3. Manage and co-ordinate a caseload of young people, providing a range of targeted interventions to assist their entry to the labour market through group, coordinated or individual support.
4. Lead the development and delivery of a range of group work modules that contribute to our overall employability programmes, promoting inclusion and allowing for individual learning styles.
5. Develop effective relationships, using various channels of communication with referring organisations, wider partner agencies, employers, training providers, education establishments and Action for Children colleagues.
6. Attend and participate in a range of meetings, including employment forums, open days and site visits with employers, training providers and external agencies, representing Action for Children, demonstrating professionalism and our core values, in terms of approach, advice and positioning.
7. Track, monitor and collate data and information of the progress of young people through the Employability Strategic Skills pipeline, ensuring management information is duly uploaded into the appropriate database and ensuring all placements are monitored, outcomes are captured and income maximised.
8. Keep abreast of market trends, employment legislation, health, safety and wellbeing matters, including other related legislative matters affecting work placements, employer vetting and monitoring.

The responsibilities, accountabilities and reporting structure for this role will be reviewed periodically and updated, if required.

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9. Work as part of the team to review and evaluate service provision and programme delivery, ensuring continued improvements are applied and where necessary manage, guide or direct less experienced staff.

10. Maintain appropriate records, monitoring performance, producing written reports and case studies and presenting these as necessary

## To do this, you will have:

### Qualifications and training

1. SVQ 3 in Social Care, Guidance or equivalent.
2. Careers based qualification.
3. Assessors qualification.

### Skills, knowledge and experience

1. Experience of working in group settings with young people facing multiple barriers.
2. Previous experience of working within recruitment or employment sector
3. Knowledge and understanding of young people facing unemployment

### Don't meet every single requirement?

If you're excited about this role but your experience doesn't align perfectly with the job description, we'd love you to apply anyway. You might just be the perfect person for this role, or another role within the Action for Children family.

## To do this, you will work with:

### Internal contacts:

Delivery staff across the cluster, Operations directorate and other AfC departments and teams.

### External contacts:

Employers, training providers, education establishments, funding bodies including Scottish Government, contractors and sub-contractors

## What else?

Everyone at Action for Children must promote equality, value diversity and work inclusively to ensure everyone feels welcomed and valued.

If you're appointed, you'll need to have a disclosure check.

### For completion by the Reward Team:

Operational Job Title: Employment Facilitator

Panel approval: Reward Team

Job Family: Social Care

Panel date:

Grade: 6

Payscale Ref: SC60

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