



Include Me 2 Club SCIO (SC047911)

JOB DESCRIPTION

Post	Transitions Development Worker (Positive Pathways)
Type of Contract	3yrs Commitment from Young Start – Annual Review
Hours	Part-Time - 25hrs per week (Potential to increase to Full-Time)
Location	Various - Across our Facilities and Locations
Reports to	Operations Manager
Responsible for	Volunteers & Trainees
Salary	£12.00p/h (25hrs = £15,600)
Pension	Employer's contribution to NEST scheme, available after 3 months in post.
Annual Leave	20 days, alongside Bank Holiday Allowance across our Winter Shutdown

WHY WORK AT INCLUDE ME 2 CLUB?

Include Me 2 Club is a fast-paced, growing charity that ensures all children, young people and adults with additional support needs, disabilities or mental health conditions are equipped to thrive and empowered to contribute at every stage of their lives.

We work with various projects, partners and funders to ensure that our specialist services within the sector are strengthened and supported and that provision is member-led, evidence-informed and delivers high-quality outcomes.

We are looking for creative and energetic people to join our small, enthusiastic team who are at the forefront of actively promoting equality of opportunity for members.

Please find out more about our work at our website: www.includeme2club.org.uk

Watch our Case Studies and reports: <https://www.youtube.com/channel/UCROdVlXoNeHStRYOb4I6qQA>

GENERAL PRINCIPLES FOR INCLUDE ME 2 CLUB

All Include Me 2 Club staff, volunteers and trainees are expected to work in line with our culture, brand, ethos, values and management principles, in particular by:

- Building and maintaining meaningful, supportive, mutually empowering relationships with and between colleagues, partners, members who are adults, young people and children.
- Creating and supporting a friendly and trusting working environment, working flexibly and supporting each other in times of high workload or when life gets complicated.
- Accepting personal responsibility for our work and being accountable for delivering results against those responsibilities.
- Recognising that we all have a role to play in all aspects of Include Me 2 Club's success, particularly in supporting fundraising, storytelling, and involving adults, young people and children in shaping the future of Include Me 2 Club.

PURPOSE OF THE JOB

Are you interested in supporting young people, planning for a better future? Working with 14- to 25-year-olds to achieve their goals and aspirations. We are recruiting a transition worker to work with individuals and small groups, developing pathways from our local schools, partner agencies, and colleges into our community hubs, services, groups and clubs.

You will be experienced and skilled to lead learning programmes for our members individually and in small groups. Taking them through the development of personal development plans, training programmes, and learning placements and working with our awards and accreditations worker to ensure they achieve recognised awards and qualifications for their effort and energies.

This role would suit someone with a community development, training & learning or social care background, blending skills and experiences to develop a robust pathway and programme for young people entering and exiting key transition stages and places throughout their early adulthood years that prepare them and sets them up for success in life.

SKILLS REQUIRED

Communication and people skills: Being the first point of contact for Positive Pathways, the Transitions Worker must possess excellent communication skills. The image of the organisation and its services relies heavily on the ability of the Transitions Worker to communicate effectively and sympathetically with a wide variety of people, including staff and supporters.

Time management skills: The transition worker must possess excellent time management and organisational skills to handle many tasks and priorities.

Information Technology skills: The Transitions Worker will need strong I.T. skills and be competent in using most Microsoft Office applications, including Outlook, Word and Excel. A working knowledge of PowerPoint and Publisher would also be helpful.

Problem-solving skills: The Transitions Worker must be practical, proactive, calm and able to use their initiative.

MAIN DUTIES AND RESPONSIBILITIES

- Positive Pathways – Transitions Development Worker will create, develop and deliver various projects, programmes, services and events for young people aged 16-24yrs based within East Renfrewshire.
- Working with individuals on a one-to-one basis and in small groups who have an additional support need, disability or mental health condition to make progress towards and achieve positive destinations.
- You will support them to explore opportunities that will allow young people to become independent, active members of their community and have a successful transition out of school on to a positive destination.
- You will work closely with small groups, profiling their skills and jointly planning activities that will enable them to achieve their work goals and achieve a positive destination.
- Working with school leavers across East Renfrewshire, you will be responsible for developing positive relationships with the programme participants, their circles of support, our local school partners and other professional support services.

- You will work closely with a range of strategic partners, including employers, local schools, funders and other stakeholders, developing professional relationships that will offer a diverse range of experiences and opportunities.
- You will create, develop and manage a work plan to achieve so that programme participants are receiving a quality service and we are achieving the expectations of funders and stakeholders.
- You will work alongside our Awards Development Worker to deliver a range of accredited awards, programmes and activities to young people aged 16-24yrs, building portfolios of evidence and evaluating their journeys to achievement.
- As an essential member of the wider Include Me 2 Club team, you will support our strategic objectives by delivering positive collaboration and innovation within your team to support our strategic, societal goals and outcomes.

GENERAL RESPONSIBILITIES

- To understand, adhere to and actively implement all the policies and procedures of charity and its services at all times.
- To operate and comply with the Data Protection Act 1998 provisions and relevant organisational policies while undertaking the role.
- To safeguard children, young people and adults at risk at all times.
- To undertake training as required.
- Assist with other work, events and projects as needed and requested.

OTHER

- Carry out any duties as may be reasonably requested by the HOO/Chairperson.

ADDITIONAL TRAINING PROVIDED

As well as general on-the-job training, the successful applicant will also be required to train for the following key roles and areas of responsibility:

- First Aid Officer
- Fire Warden

The successful applicant will be subject to a Disclosure Scotland – P.V.G. Scheme Membership.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Qualified to NC/HNC or equivalent level in a related area of Administration, Finance, or Business Management Qualification 	<ul style="list-style-type: none"> e.g. SVQ2 in Administration, Business, Finance (or equivalent) At least one years experience of working in a similar organisation or setting
Knowledge or Experience	<ul style="list-style-type: none"> An understanding of the principles of charities, third sector, membership organisation High competence in Computing/I.T. skills and social media Ability to create, develop and manage processes and systems Knowledge and skill with the M.S. Office Packages Excellent communication skills with children and adults Good team worker and able to use own initiative 	<ul style="list-style-type: none"> Strong experience working with a similar organisation or charity Knowledge of local area Awareness of Child/Adult Protection guidelines Awareness of the needs of children, young people and adults with additional support needs, disabilities and mental health conditions Experience of working with a team of volunteers
Personal Skills	<ul style="list-style-type: none"> Adaptable to varied workload Flexible approach to working hours Be a team player Be organised and efficient as well as flexible in their approach Be able to work within the ethos, values and approach of the organisation Be full of fun and sparkle 	