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| JOB DESCRIPTION | |  | | |
| **Job Title: The Bridge to Employment:**  **Employability Support Worker** | | | **Location:** Dumfries | | |
| **Salary:** £12.80/hr (FTE: £23,296, pay award pending) | | | **Hours:** 32.5 hrs/week, one year contract subject to ongoing funding (occasional evening and weekend working may be required). | | |
| **Responsible To:** | The Employability Team Officer, The Bridge to Employment Project, Dumfries | | | | |
| **Responsible For:** | Supporting The Bridge to Employment Project | | | | |
| **Job Purpose:** | To support people who are autistic and/or have related conditions with support/training to enable them to build up their confidence and the skills needed to move on to work experience/volunteering; employment or further education or training opportunities. | | | | |
| **Main Responsibilities:** | 1. To work with other staff and clients to remove any barriers to progression by accessing appropriate services and funding. 2. To work within the context of each person’s individual circumstance; specifically taking into account the needs of individuals, vulnerable dependents and families and accessing specialist support as required. 3. To support the Employability Team Officer in delivering an operational service for The Bridge to Employment Project; this may take the form of supporting in classes, to creating resources; to the planning and delivering of sessions and courses. 4. To offer on-going one to one guidance and support to ensure progression is sustained and ensuring transitional arrangements are appropriate to each individual. 5. To work in partnership to provide further support, advice and assistance to respond positively to the needs of individual clients. 6. To provide curricular support, personal support and supervision for children and young people. | | | | |
| **Prior Experience:** | 1. Experience of working with and supporting young people with additional support needs, specifically Autism. 2. Experience of delivering education programmes related to literacy, numeracy, ICT and employability and life skills. 3. Experience of working with other staff as part of a team to deliver targeted programmes to individuals. | | | | |
| **Performance Management** | ***The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.***   1. To manage your own performance and any staff you may be responsible for in accordance with the policies and procedures of Better Lives Partnership, continuous improvements, openness and honesty, local decision making and team working. 2. To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. 3. To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. 4. To manage risk, promote risk awareness and prioritise work in light of the risk analysis. 5. To actively commit to Better Lives Partnership’s equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. 6. To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities. 7. Post initially offered on a six-month probationary period. | | | | |
| **Prepared by:** | **A McEwan** | | | **Date 10th of October 2025** | |