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| **JOB DESCRIPTION** | |  | | |
| **Job Title: The Bridge to Employment Support Worker (Food Project)** | | | **Location:** Dumfries | | |
| **Salary:**  15 hours/week@£12.80/hr (FTE £23296, pay award pending) | | | **Hours: 15 hours a week Fixed Term Contract for 1 year, 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 Food Project at the Bridge to Employment Project. | | | | |
| **Job Purpose:** | To support people from vulnerable circumstance who, due to their disabilities, are likely to require specialist support in their progress towards quality employment and independent living with a focus on food, nutrition and cookery. | | | | |
| **Main Responsibilities:** | 1. To support the Employability Team Officer in delivering an operational service for The Bridge to Employment Project, specifically the Independent Living Strand; leading on planning and delivery of sessions on food, cookery and nutrition classes. 2. To work within the context of each person’s individual circumstance; specifically taking into account the needs of individuals and their families and accessing specialist support as required particularly in the context of food and nutrition. 3. To work in partnership with other organisations to provide further support, advice and assistance to respond positively to the needs of individual clients. 4. To provide curricular support, personal support and supervision for young people. 5. To work with other staff and young people to remove any barriers to progression by accessing appropriate services and funding. 6. To offer on-going one to one guidance and support to ensure progression is sustained and ensuring transitional arrangements are appropriate to each individual. | | | | |
| **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 cooking and/or 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:** | 1. **McEwan** | | | **Date: 10th of October 2025** | |