

THE FURNITURE PROJECT (STRANRAER) LTD

JOB DESCRIPTION – Support Worker

Post Duration: 1 year	Responsible To:	Operations Manager
Rates & Hours: National Living Wage. 21 hours	Reporting To:	Programme Manager
Location: Stranraer	Responsible For:	All volunteers within the company environment

Job Purpose:

1. Assist to deliver a programme that supports people not in education, employment or training to move closer to, or into further employment or education.
2. Assist in identifying and recruiting the right people to enhance their life chances.
3. Assist in the provision of work-based training and guidance within our organisation to further develop workforce skills.

Duties and responsibilities:

- To help coordinate the Pink Frog trainee programme
- To help devise, coordinate delivery and review a range of employability programmes and workshops across the community
- To help deliver accredited and non-accredited training via partnerships with local and national training providers
- To recruit and retain participants identified as not in education, employment or training aligned to set targets.
- Provide quality learning and work placement opportunities for people not in education, employment or training people. To meet pre-set objectives and learning outcomes, which is stipulated in the funding requirements.
- To work with existing project partners, colleagues and further build a network of local referral partners across the area to ensure employability programmes are accessible to those most in need.
- To develop and maintain positive relationships with local project partners, job centres and the Department of Works and Pensions team to recruit individuals onto programmes.
- To support programme delivery where required.
- To attend recruitment and promotional events across the community.
- To develop and manage partnerships with local businesses to provide quality work placement opportunities for trainees. This will include contacting local businesses and creating/maintaining a list of trusted employers to work with.
- Cultivating a positive, supportive learning environment to help maximise retention levels of participants throughout the programmes.
- To facilitate and encourage participants to continue onto further study programmes or to gain part-time or full-time employment.
- To assist the Chief Executive to design and implement company policies and procedures and ensure operational adherence.



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- To prepare and present regular, informative written and statistical evaluative reports to local groups at their meetings to raise awareness of the project aims and objectives.
- To facilitate an annual evaluation of the projects functions and services and report the findings to management.
- To maintain effective lines of open communication with statutory and voluntary organisations to create the scope for partnership working
- To work with the Chief Executive to prepare and deliver the Annual Report.
- Any other duties commensurate with the level and nature of the post as detailed by the Board of Directors.
- To liaise with key workers as necessary.
- To be pro-active in identifying new opportunities to grow the department.
- To proactively promote The Pink Frog within the community.

The nature and size of the Furniture Project means that all workers must recognise the need for a flexible response to the work. Priority should be given to the work outlined in the above job description. An active commitment to the social business aspect and the importance of staff meetings and training are three points that should help ensure that the job description is workable.

To work in accordance with the terms and conditions of employment, as noted in the company terms and condition booklet and the various company policies applicable at any given time. Terms and conditions are updated from time to time and in this event, employees will be provided with a revised copy whereby the usual procedures for consultation will be followed prior to adoption.

All offers of employment are subject to undertaking and completing an enhanced PVG.

