

THE FURNITURE PROJECT (STRANRAER) LTD

JOB DESCRIPTION – Skills Development Assistant

Post Duration: 1 year	Responsible To:	Operations Manager
Rates & Hours: National Living Wage. 28 hours	Reporting To:	Programme Manager
Location: Stranraer	Responsible For:	All volunteers within the company environment

Job Purpose:

The Skills Development Assistant will work as part of a team to support individuals of all ages in gaining the necessary skills and experience to secure employment or apprenticeship opportunities.

Duties and responsibilities:

The primary responsibilities of the role include;

- Providing ongoing support and guidance to participants throughout the skills development process
- Assist with work placement for participants to gain practical experience
- Assisting in training to enhance participants' employability skills, such as CV writing, interview preparation, and workplace standards
- Assisting participants with job search techniques, including identifying job opportunities, completing applications, and preparing for interviews
- Monitoring and evaluating the progress of participants, tracking outcomes, and identifying any additional support needed to help individuals successfully move into employment or apprenticeships

The ideal candidate for this role will have a strong understanding of the challenges and barriers faced by individuals seeking employment, as well as a commitment to supporting their personal and professional development. Excellent communication and interpersonal skills are essential, along with the ability to work effectively as part of a team and build positive relationships with participants.

1. Communication: The ability to communicate effectively, both verbally and in writing
2. Interpersonal: The ability to build relationships and work with others
3. Computer: Proficiency in Microsoft Office is required
4. Client relations: The ability to build relationships and work with clients is essential in this role.

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



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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.



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Page 2 of 2

REGISTERED CHARITY NO: SCO26981 COMPANY LIMITED BY GUARANTEE NO: 176908 Registered Office:
Enterprise House, Fountain Way, Black Parks Industrial Estate Stranraer, DG9 7UD

