



Youth Employability Coordinator (Scransitions Programme)
£22,000-£24,000 pro rata – 37.5 hours per week

Job Description

Role Purpose

To promote the personal and social development of young people through leading an innovative and experiential employability programme at Scrans Academy. This role provides tailored work experience and skills training to young people, supporting them to overcome a range of barriers and access further training or work. The Youth Employability Coordinator will be responsible for the overall development of our brand new three year 'Scransitions' programme for ages 16+.

Key responsibilities:

- Lead and develop the Scransitions employability programme:
 - o Recruit 20 young people annually to the programme
 - o Be the main duty of care contact for these young people ensuring wrap-around support, family outreach and 'pastoral' contact throughout
 - o Lead on the design of the one-to-one and group-based coaching and skills sessions
 - o Ensure young people identify, access and maintain their work placements, including supporting the workplace coordinators onsite
 - o Mentor, coach and support young people to develop their self-awareness, independence, individuality and set individual development plans.
 - o Provide each young person with a regular review, ensuring that they have the opportunity to reflect on their progress and highlight any issues or concerns.
 - o Ensure all necessary documentation is completed, that safeguarding is embedded across all activity and that child protection procedures are followed
 - o Lead a youth-led consultation and evaluation process for the programme, ensuring that all information is recorded accurately and in line with policy and procedures.
 - o Alongside the CEO and others, help provide information required of funders and wider stakeholders related to Scransitions
- Manage effective partnerships:
 - o Develop strong relationships with external community and employability stakeholders for referrals and partnership working (eg other youth agencies, Council)
 - o Identify and secure external agencies and trainers to support with the delivery of the skills sessions and youth events
 - o Work in partnership with local and city partners such as colleges, NHS employers and others to identify and develop transition pathways for young people
 - o Ensure a strong youth work approach to all Scrans Academy activity with the wider team.
- Participate as part of the wider Scrans staff team by:
 - o Engage in regular and ad-hoc meetings with the Scrans Academy team
 - o Undertake any necessary training and development.



- Carry out all duties in accordance with Scrان policies and procedures.
- Any other duties appropriate to the role as agreed with line manager.
- Uphold the values and ethos of the organisation.
- Assist in the planning and delivery of Scrان Academy events & campaigns e.g. pop-up restaurants, The Big Scrان, Christmas Hampers, etc.