



SPITALFIELDS CRYPT TRUST

JOB DESCRIPTION

POST TITLE:	Progression Worker
LOCATION:	Shoreditch
CONTRACT TYPE:	Permanent
HOURS:	Full time – 37.5 hours per week (Mon – Fri)
SALARY:	£26,000
RESPONSIBLE TO:	Director of Services

SCT aims to help people who are facing problems of homelessness, addiction, poverty and social isolation by putting their lives back together through the provision of a range of high-quality support, rehabilitation and training services.

SCT's services include a drop-in centre, an abstinence-based supported hostel, third-stage move-on homes, an education and training centre. Our core objective central to each of these activities is that of "putting lives back together". Currently we run social enterprises in furniture, restoration and coffee shops.

SCT is an equal opportunities employer. Spitalfields Crypt Trust is a growing organisation with opportunities for people with good motivational skills and high levels of initiative.

JOB SUMMARY

For SCT, Progression is about empowering individuals in recovery to grow in confidence, and to recognise the potential we see in them from the very start. We aim to assist and support service users of SCT's Training and Development Centre to explore further Education, Training and Employment opportunities both internally and externally to SCT. Our Progression Worker will manage a caseload of service users who want to explore ETE opportunities. The support offered will be tailored to each service users needs to help them achieve their potential.

KEY RESPONSIBILITIES

1. Identify service users who are ready to move on to further Education, Training and Employment opportunities.

- Liaise with managers, particularly the Training and Development Manager to identify service users who are getting ready to move on to Progression.
- Forge strong relationships with SCT's social enterprises as businesses to establish clear volunteering and trainee pathways for service users.
- Identify individual needs by conducting needs assessment, setting goals and evaluating progress.
- Ensure that each service user has a progression plan appropriate to his/her particular needs. Follow these up with a review.
- Ensure that plans for students to move on are appropriate and that all necessary support is given.
- Promote the work of SCT to external partners.

2. Providing Information, Advice and Guidance around ETE opportunities for each service user.

- Provide information, initial advice and guidance on opportunities in employment, voluntary work and further education.
- Refer people to appropriate work placements, volunteering experiences, apprenticeship schemes, colleges and other programmes outside SCT.
- Establish and maintain the above partnerships with all relevant ETE providers to ensure we offer a wide variety of opportunities to offer all service users. Identify external services and referral agencies and promote the work of SCT.
- Support service users with referrals and applications to ETE opportunities.

3. Monitoring, Evaluation and Reports

- Maintain excellent records of activities, outcomes and feedback including monitoring outputs.
- Input relevant data onto our M&E database to track service user progress.
- Identify success stories of target service users who have overcome significant barriers to succeed in learning and work.
- Work with colleagues to celebrate success stories (e.g. via celebration events, publications, etc).
- Participate in quality improvement activities, staff development opportunities, sharing of good practice, and self-evaluation.
- Work alongside our Fundraising Team to prepare funding reports for donors.

4. Providing ongoing support to Progression Alumni

- Providing regular check in calls/meetings to service users who have accessed support within the last 12 months.
- Signposting to other relevant services needed to maintain their recovery.
- Developing a yearly Progression Alumni event to celebrate service users achievements and ensure contact is maintained with Alumni's.

PERSON SPECIFICATION

Essential Skills

- Proven experience of engaging vulnerable, long-term unemployed adults in relevant educational, employment and training programmes
- An understanding of addiction and recovery
- Excellent communications skills and the ability to relate to a wide range of people from the long-term unemployed to corporate volunteers
- A working knowledge of welfare benefits and experience of supporting service users to maximise their income.
- Good networking skills and the ability to broker new working relationships with ETE providers.
- An ability to work on your own initiative.
- Proven organisational skills
- Experience of database maintenance and monitoring and evaluation.
- Have a team attitude in working with different departments of SCT

Ethos

- To ensure compliance with SCT's Equal Opportunities Policy.
- To ensure compliance with all statutory and legal obligations, such as data protection law.

Environment

- To ensure a safe and secure environment for service users, free, in particular, from alcohol and drugs, and from abusive behaviour and exploitation.

Finance and Budgeting

- To operate within agreed budgets, and to comply with SCT's financial control procedures.

Subordinate

- To comply with the Line Manager's reporting requirements.
- To undertake other tasks as delegated from time to time by your Line Manager in the best interests of the overall work of SCT.