

JOB DESCRIPTION

Job Title:	Inclusion Officer (The Square Start Levenmouth project)
Type:	Fixed Term until 31 ST October 2020
Hours:	28 hours per week
Salary	£17 472
Department:	Employability
Reports to:	Employability Manager

Role Summary

The post based at Levenmouth Community Enterprise Centre Methil, is responsible for the delivery of activities related to the operation of Brag's delivery on The Square Start Levenmouth project funded through Aspiring Communities Fund (ACF) with support from the European Social Fund (ESF).

To work closely alongside colleagues from Fife Gingerbread to identify families who will benefit from intense support and interaction and then to deliver a range of activities that provide early intervention within whole families. The post holder will support the timetable of events and deliver workshops that provide life skills to prevent feelings of social isolation and fear of no opportunity for young people, alongside practical parenting help. All such training services will be implemented to Quality Standards, with fair and equal opportunity for all concerned and will be carried out in a healthy and safe environment and in a positive manner suitable to all learners needs.

To provide administrative support, by developing and sharing best practice of recording events and other related tasks, to the Team for Brag and the Support Worker for Gingerbread on a daily basis.

To support providing data to enable the team to pull together reports that will demonstrate the work done on project and measure the distance travelled.

To network with relevant organisations to both facilitate referral streams and enable co-working.

Duties and Responsibilities

Learning

1. To devise effective training materials for participants who are suffering from social isolation and/or express need support to provide opportunity for their families.
2. To market services across local partners and wider stakeholders.
3. To deliver workshops, including but not limited to, cooking on a budget, keep fit classes, arts and crafts, and mindfulness.
4. Ensure record keeping is accurate and up-to-date and all activities are recorded to ensure distance travelled can be measured.
5. Provide guidance and 1-2-1 support to participants as required.

6. To work with local organisations to open up the impact of the project and provide peer support for participants where required.
7. Liaise with other staff members to ensure effective planning and delivery of all stages of the programme.

General

1. To represent BRAG at meetings and to promote the project alongside other Brag work where relevant.
2. Attend other meetings and conferences as deemed appropriate by the Employability Manager or those, which are directly related to the activities of programmes highlighted in the scope.
3. To identify and/or arrange training for all staff on project and to participate with this.
4. Undertake any other duties as required which are in the “spirit” of the posts intent.
5. Although the role is based in Levenmouth, there will be a requirement to occasionally work in other locations across Fife.

'This post works 100% as part of the Square Start Levenmouth project and is funded through Aspiring Communities fund (ACF) with support from the European Social Fund (ESF).



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