



VENTURE SCOTLAND

#CHANGING YOUNG LIVES

Outdoors

Job Title	OUTREACH AND SUPPORT WORKER - GLASGOW
Location	Suite 4, Abercromby Business Centre 279 Abercromby Street, Bridgeton, Glasgow, G40 2DD
Report To	Programme Delivery Manager
Supervise	Volunteers
Salary	SJC Scale 17-20 (£27,623-£29,306) + 5% Employer Pension & 5% Employee Contribution
Hours	37 Hours per week
Purpose	- To work in partnership with staff at Elevate and Move On to recruit participants from the recovery community for our Venture On To Recovery programme - To recruit young people for Venture Scotland (VS) programme(s). - To engage with individuals and referral organisations to promote VS, our programme(s) and aid the recruitment of participants. - To provide young people with our one to one structured positive destination support as part of our Next Steps programme. - To support participants to onboard our programmes and to move into positive destinations after our programmes finish - To work closely with the Glasgow team to deliver high quality programme(s).
The role involves	Working together with others as part of multi-disciplinary team.
	Working on your own initiative.
	Working to build trusted relationships and promoting the benefits of VS programmes and activities with referrers, young people, people in our local recovery community, parents, carers and our local communities.
	Representing VS and promoting VS promoting the benefits of VS programmes and activities.
	Travel to Edinburgh office (cost of travel will be paid by VS).
	Preparing reports, keeping detailed records, maintaining databases and carrying out all relevant administration as required.
	Building trusted relationships with young people (aged 16-30) and participants (aged 16+) to provide quality and consistent support throughout their journey.
	Referrals can be made to VS for young people who are on the Sex Offenders Register for committing a Schedule 1 Offence; we always conduct a thorough process of information gathering before making an informed decision about working with a Schedule 1 Offender. You will be required to work all people on our programmes.

Regulated Work	This role is considered 'regulated work' as it involves activities with both children and protected adults. Under our safeguarding policy, this role will require a PVG.
Right to work in the UK	If you are applying for this role you need to prove that you have the right to live and work in the UK. If you do not possess this right, then your application will not be considered.

Main Duties	
Networking	To proactively reach out and engage with existing and new potential and suitable referral agencies in Glasgow to build a relationship based, network.
	To seek out opportunities and deliver engaging information presentations to individuals and staff teams explaining VS's work and how to refer into our programmes.
	To identify and attend appropriate events to promote the work of VS through information stalls to reach referrers, the recovery community, parents and young people.
	To communicate regularly with this network to promote our work.
Young People	To recruit sufficient young people to meet the allocated targets for VS's programmes.
	To seek out opportunities and deliver engaging information presentations to individual or groups of young people explaining VS's work and how they can benefit.
	To support young people through the stages of our referral process, building trust with you and other VS staff.
	To support young people through the initial Challenge Stage of our programme. This may involve taking part in outdoor activities and overnight residential.
	To ensure that the diversity of our local communities and of the groups we serve, is reflected in the young people we engage with.
	To research and support young people into positive destinations following their graduation (Next Steps) and remain in touch to collect post-graduation evaluation.
Participants from the Recovery Community	To work in partnership with Elevate and Move On to recruit sufficient participants to meet the allocated targets for VS's programmes.
	To seek out opportunities and deliver engaging information presentations to individual or groups within the recovery community, explaining VS's work and how they can benefit.
	To support participants through the stages of our referral process, building trust with you and other VS staff.
	To support people through the initial Challenge Stage of our programme. This may involve taking part in outdoor activities and overnight residential.
	To ensure that the diversity of our local communities and of the groups we serve, is reflected in the people we engage with.
Support	To support Outdoor Programme Leaders in helping people access work placement, training, education and opportunities during and at the end of our programmes.

	To support Outdoor Programme Leaders in helping people access counselling, advice and support from external agencies.
Volunteers	Work closely with the Volunteer Coordinator to support volunteers to help with your work wherever possible.
	Work closely with our Ambassadors Group (young people who are ex-graduates of our programme) to help with your work wherever possible.
	Provide volunteers and Ambassadors with on-the-job support and regular learning and development opportunities.
Equipment	To manage any equipment required (promotional materials).
Records	To develop, populate and maintain a contacts database.
	To evaluate your work and feedback to Managers and the Board, to provide supporting information for funding and impact reports.
Culture	To contribute to VS's work culture based on our values of Respect, Trust, Compassion, Belonging and Empowering.
	To contribute to our culture of working collaboratively through regular All Team Meetings and Delivery Team Meetings
Personal Values	Caring, Empathetic, Organised, Supportive, Open
Outdoors	Getting the balance right between work and home is important to us. You will be encouraged, on a regular basis to leave your office desk and attend a residential at our bothy in the beautiful Glen Etive or to walk, climb or paddle with groups on activity days.
Other	This Job Description covers the main duties and responsibility for your post. They will be subject to change over time to reflect the changing nature of the funding environment and the identified needs of VS's beneficiaries. You will from time to time be required to step outside of your specific remit as required and turn your hands to whatever needs doing to help your colleagues to get the job done (note: this does not mean working outside your area of technical competence).
What you can expect from Venture Scotland	
An open, transparent, fair and collaborative work culture.	
The chance to work as part of a passionate and committed multi-disciplinary team to achieve a clear, common goal.	
Opportunities to input into the strategic direction of the organisation.	
Regular workplan meetings to support you to manage your workload and bimonthly support and supervision sessions with your manager.	
5 days paid leave for training.	
Free access to our independent and confidential Employee Support Service.	
Regular in-house training opportunities.	
Opportunities to be creative and try new things.	
35 days annual leave (this includes public holidays). 10 of these days must be taken over Christmas and New Year when the organisation closes.	
A fair and transparent pay scale with annual incremental increases (subject to satisfactory annual review).	

PERSON SPECIFICATION – OUTREACH AND SUPPORT WORKER

Area	Essential	Desirable
Experience	• Experience of working with and offering support to people • Experience of making presentations to groups • Experience of building relationships with key stakeholders • An interest in the outdoors and enthusiasm for participating in outdoor activities	• Experience of working within the third sector • Experience of working in outreach • Youthwork experience • Experience of working with people in recovery • Experience of working as part of a multi-disciplinary team • Experience of being self-reliant in the outdoors
Qualifications		• A good standard of education or lived experience • Full UK driving licence • Driving licence with D1+E
Skills	• Willingness to learn, try new things and grow as a person • Ability to build trusted and appropriate relationships • Ability to work on own initiative and as part of a team • Excellent organisational skills • Ability to prioritise and meet deadlines • Excellent oral and written communication skills • Good computer skills including familiarity with Outlook, Word, Excel, PowerPoint, etc. • Excellent presentation skills • Ability to network and build relationships with a diverse range of people	• Adept at using social media and other computer-based communication tools • Experience of inputting information into a database
Other	• Knowledge of and an interest in, the work of VS and awareness of the barriers facing young people and people in recovery • Willingness to step outside of your comfort zone and participate in outdoor activities • Willingness to travel between VS offices one day a week (travel paid) • Enthusiasm and commitment to helping people • Commitment to VS's vision, mission and values • Commitment and promotion of equal opportunities and anti-discriminatory practices at work	