**JOB DESCRIPTION**

**Position: Café Learning & Development Worker**

Responsible to: Cafe Project Manager

Based: The Broomhouse Centre, 79-89 Broomhouse Cres, Edinburgh EH11 3RH

Hours: 24 hours

Pension: 8% of salary employer’s contribution to Stakeholder’s pension (Aviva)

PVG: Requires membership of Protecting Vulnerable Groups (PVG) Scheme

Funding: This post is funded by the Big Lottery until March 2018.

**AIMS OF THE ROLE**

* To oversee the training porfolio for trainees/volunteers within the Café Training Project in line with the Project funders targets
* To publicise the Broomhouse Café Training Project and to work in partnership with other relevant organisations and agencies and network who can refer people for placements
* To attend training sessions with key providers, such as Edinburgh College, Borders College and Youth Scotland to carry out skills accreditation courses in line with their requirements, including the development of new qualifications.
* To be responsible for all training records of training carried out and to transfer relevant training information on to the City of Edinburgh Council’s database
* To work with outside employability agencies and local companies to enable trainees/volunteers to move on to a positive destination after their training placement
* To link with the Public Social Partnership for Edinburgh on Mental Health, and the role of the Cafe Training Project in the landscape of mental health recovery and in prevention, in relation to young people and adults

**KEY TASKS**

* To coordinate referrals and to assess the needs of young people or adults on placement in order to provide the appropriate support, in consultation with team and the trainee
* Ensuring evidence of positive outcomes is gathered efficiently and filed correctly
* To appropriately record, maintain and evaluate information gained through the process of assessment, monitoring and review; and provide quantitative and qualitative data to the Café Project Manager and Chief Executive for preparation of reports and statistical returns, keeping accurate records, thus monitoring and measuring the impact of the training
* To plan and develop work in line with policies, procedures and management systems, and to participate in the planning and review of service development
* To ensure all trainees training and development portfolios are updated on a regular basis
* To refer, where necessary, to Broomhouse Centre youth services, such as Young Carers, Young People’s Counselling Service and Broomhouse Youth Befriending Project and other relevant external youth and support agencies
* To work as part of the wider team to ensure services are delivered effectively; and to work in partnership with young people and families, relevant professionals and other stakeholders to ensure the service remit is carried out with regard to statutory commitments and best practice
* To maintain the project offices and resource bases
* To fulfil organisational requirements in relation to receiving training and practice development, and to develop individual and team skills
* Work to legislative, ethical, policy and procedural requirements including all Broomhouse Centre policies & procedures (HR, Health and Safety & Operational)
* To uphold best practice on safeguarding and the Broomhouse Centre Child Protection Policy
* Undertake relevant Continuing Professional Development including maintaining interest in the latest relevant literature
* Liaise with other voluntary, statutory workers and stakeholders as required. Build and maintain knowledge of related services for clients
* Use communication systems to good effect including email, pigeonholes, meeting agendas and notice boards
* Care for the work environment to promote effective working
* Team work including taking part in the induction of staff and supporting other team members including offering constructive challenge where appropriate
* Undertake other tasks as agreed with the Project Manager and the Chief Executive

**QUALITY ASSURANCE**

* Regularly review, with the Café Training Project Manager, the quality of the service to trainees on placements, including training qualifications
* Ensure that the interests of all team members are at the forefront of all your activities

**PROFESSIONAL RESPONSIBILITIES**

* Be fully conversant with the principles of GIRFEC (up to 18 years old and 25 for vulnerable young people) and their application in practice
* Ensure that your professional knowledge in general and your practice in particular meet the highest standard
* Ensure you keep abreast of current research and practice development in your area, bringing relevant issues to the attention of the Cafe Training Project Manager
* Understand fully the requirement for confidentiality in all areas of your work

**SUPPORT AND SUPERVISION**

* Report to Café Project Manager on a regular basis
* To undertake Support & Supervision, and planning meetings with the Project Manager
* Attend and be involved in Broomhouse Centre Team Meetings & other staff meetings as required.