

Employability Programme Lead

Reporting to: Employability Development Manager

Hours: 37.5 hours per week

Salary: £26,500

Location: FareShare South West warehouse at Vale Lane

Managing: Programme participants (FareChance participants, steering group, young trainees)

About FareShare South West

FareShare South West (FSSW) is the region's biggest food and environment charity. With warehouses in Plymouth and Bristol, we join the dots between food waste and hunger.

We rescue good, surplus food from farmers, retailers, and other food companies, and deliver it to charities, food banks and schools across the South West. Once there, it's made into food parcels and used to produce healthy, delicious meals for people that are struggling to get by. We're a lifeline for tens of thousands of people in our region.

We do this with help from our volunteers who give their time for free to sort food in our warehouses and deliver it to charities. In return, we work with volunteers to provide them with a supported, meaningful experience that meets their needs, whether through our main volunteering programme or via FareChance, our youth-led employability programme.

During 2021, FSSW piloted our first employability programme to enhance and expand our support to the community. The FareChance programme runs from our Bedminster warehouse, Vale Lane, which we aim to become the first co-designed operation in the FareShare network with a steering board of young people to guide development.

Purpose of the post:

To deliver and develop FSSW's FareChance programme, working with young people, primarily aged between 18 – 25, to learn new skills, build confidence and realise their full potential. This is delivered through two parts of the programme; the first of which is steeped in all aspects of our food delivery logistics operation. The Programme Lead will support young people in gaining qualifications, which are transferable to a number of desirable industries. The second stage for the FareChance participants will be the opportunity for a paid traineeship starting in 24/25. Alongside the vital warehousing work, this will give a young person ownership of a project to manage, within a chosen area of interest, such as marketing, fundraising, communications, logistics etc.

The Employability Programme Lead's primary role is to coach as well as coordinate the programme whilst supporting the growth of an innovative, supportive, and caring employability pathway for people to overcome barriers and move closer to the labour market.

The successful candidate will be passionate about supporting people to thrive and sensitive to the inequality and power imbalance faced by young people today. They will have experience of supporting young people to find their next step and can bring these skills to co-design, co-deliver, and co-evaluate FareChance. Understanding the benefits of taking a holistic approach to support young people will be critical, especially in identifying partner organisations. This role would suit someone who has lived experience of barriers young people face in realising their potential, although this is not essential.

This aim is for the successful candidate to develop this role across the organisation and has the opportunity for significant personal progression.

Duties and Responsibilities:

Programme Delivery

- Lead on the recruitment of young people on to the FareChance Programme.
- Working with the warehouse team to ensure the smooth running of food intake, storage and food distribution, integrating young people and the programme into every aspect of the operation.
- Provide tailored motivational coaching/mentoring to:
 - Onboard and engage participants throughout.
 - Set up and monitor an action plan for each participant with realistic goals to overcome barriers they face.
 - Provide advice and guidance, build confidence and support them with suitable interventions and accessing resources (including CV, job interview techniques) into training/volunteering/work placements and work as appropriate.
 - Identify project management opportunities and build plans with relevant staff in the wider team.
- Work with the Youth Steering group to design, deliver and evaluate the programmes.
- Take a lead on developing and preparing programme resources.
- Build a network of signposting for participants across the programme including local businesses and apprenticeship opportunities.
- Identify specific needs and risks, liaising with senior colleagues, create and maintain risk assessments with individuals to ensure safety in the workplace.
- Alongside the Employability Development Manager, support the development of the strategy for future programmes.

External partnerships and relationship building

- Work closely with referral agencies for the participants throughout the programme.
- Liaise with and provide feedback to training bodies.
- Where appropriate, work closely with the individual and liaise with future work or training prospects.
- Alongside the Employability Development Manager, develop future partnerships with referral agencies and training bodies.

Reporting and Administration

- Create records and maintain processes in line with FSSW policies and procedures, both using on-line data bases and hard copy record systems.
- Maintain quality records of all interventions with project participants, ensuring the data collected supports funding claims and that such data is stored within the requirements of the Data Protection Act.
- Deliver programme data and, in conjunction with the Employability and Volunteer Development Manager, analyse and feed into future programmes.

General

- Respond to any enquiries/communications via telephone, email, in person or via inhouse IT/systems.
- Be an excellent ambassador for FSSW.
- Undertake administrative duties as required to support the effective functioning of the Charity.
- Work within FareShare South West's, policies and procedures and adhere to legal frameworks.

Person Specification

	Essential	Desirable
Experience/ Knowledge	<ul style="list-style-type: none">• Knowledge and experience of delivering 1:1 motivational mentoring/coaching.• Experience of working with a diverse range of young people• Experience of working successfully within groups/teams• Project management experience• Successful experience of supporting people back into work or training• Understanding of safeguarding	<ul style="list-style-type: none">• Mentoring or coaching qualification• Experience of building a programme• Experience of working independently and using your own initiative.• Experience of responding appropriately to challenging behaviours

Skills & Abilities	<ul style="list-style-type: none"> • Influencing, motivational and negotiating skills • Ability to work flexibly, respond positively to project changes and meet challenging targets. • Strong organisational skills including planning, prioritising and time management. • Excellent interpersonal and listening skills. • Good verbal and written communication skills • Good IT skills • Ability to set up and maintain good records for monitoring and evaluating purposes. 	•
Personal Qualities	<ul style="list-style-type: none"> • Commitment to advancing equality and diversity. 	

To apply:

Please send your CV and covering letter to: Amy Sinclair at recruitment@faresharesouthwest.org.uk by 9am Monday 27th November 2023. Interviews expected to run from week starting 4th December 2023.