



## Employability Facilitator

**Reporting to:** Employability Programme Manager  
**Salary:** £26,500 pro rata (£21,200pa)  
**Terms:** Permanent Contract, 25 days Holiday (exc. Bank Holidays) pro rata, 5% pension contribution, Employee Assistance Programme, individual training budget.  
**Hours:** 30 hours per week  
**Location:** Bristol with occasional travel  
**Closing date:** 23<sup>rd</sup> March, interviews week commencing 30<sup>th</sup> March 2026

### About FareShare South West

FareShare South West (FSSW) joins the dots between food waste and hunger, empowering communities to turn an environmental problem into lasting social good. We rescue tonnes of quality surplus food from the industry and share it with charities and schools to bring health, dignity, and routes out of poverty for people across the south west. Our supportive volunteering and employability programmes offer local people the opportunity to thrive. By joining us, you'll be part of an inclusive, friendly team in a small but fast-growing charity that helps fight the injustice of who gets to afford a healthy diet. FareShare South West is an independent local charity, working in partnership with FareShare UK. By being part of the national FareShare network, we can help rescue more food. By being small and independent, we can remain close to our local partners and people and continuously adapt to meet the needs of local communities. The member charities we share food with transform lives, using food to connect people with other support and routes out of poverty, including children and families, people on low incomes, homeless people, refugees, domestic abuse survivors, people in recovery, older people, and many others.

### Purpose of the post:

In this role you will deliver FSSW's [FareChance programme](#), including running employability workshops and practical logistics sessions. You will also provide 1-1 support for young people where required and signposting and referrals to other specialist services and career pathways. You will bring your passion and experience in supporting people to achieve their goals and be sensitive to the inequality and power imbalance faced by young people.

### Duties and Responsibilities:

#### Programme Delivery

- Lead the delivery of practical warehouse activity sessions for active participants and taster sessions for potential participants

- Work with the Operations and Volunteer teams to ensure smooth integration of our participants and the programme
- Support the Employability Programme Manager to deliver Employability/Life skills workshops e.g. Interview/Communication skills, CV/Cover letter writing
- Work with the Employability Programme Manager to build an individualised plan and set of goals for each young person
- Identify specific needs and risks, liaising with senior colleagues, create and maintain risk assessments with individuals to ensure safety in the workplace

### Programme Development

- Work with the Employability Programme Manager and FareChance participants around coproduction opportunities that impact on the delivery, development and evaluation of the programme
- Work with the Volunteer Team to ensure smooth transitions to and from FareChance to Volunteering where applicable
- Work with the Operations team to identify ways we can expand FareChance practical sessions to support day-to-day running of the hub and build further transferable skills
- Support young people to engage with internships within FSSW

### External partnerships and relationship building

- On occasion attend events or appointments to support recruitment/represent FSSW
- Attend a range of career away days as part of the FareChance programme
- Support the fundraising team in providing updates for employability funders
- Support the Employability Programme Manager to broaden 'Next Step' relationships and referral partnerships

### Reporting and Administration

- Maintain quality records of all participant information, including interventions with project participants, ensuring that such data is stored within the requirements of the Data Protection Act and FSSW policies and procedures
- Work alongside the Head of Employability and Volunteering around any incidents or safeguarding concerns. Signpost to external agencies where appropriate
- Work with the fundraising and communications teams on internal and external reporting for FareChance, including gathering quantitative and qualitative data

### Person Specification

It is not expected that a successful candidate will necessarily have all the following criteria. FareShare South West is committed to helping individuals develop professionally and personally, and your application is encouraged.

#### Essential

- Knowledge and experience of delivering 1:1 and group motivational mentoring, coaching or support work
- Successful experience of supporting people back into work or training, with a strong commitment to advancing equality, diversity and inclusion
- Ability to work flexibly, respond positively to project changes and meet challenging targets
- Excellent interpersonal and listening skills with the ability to influence, motivate and negotiate.
- Good IT skills

#### Desirable

- Experience of working with a diverse range of young people and responding appropriately to challenging behaviours
- Understanding and/or experience of a logistics or warehouse environment
- Project supervision experience
- Excellent verbal and written communication skills
- Understanding of safeguarding and GDPR regulations
- Ability to set up and maintain accurate and timely records for monitoring and evaluating purposes.
- Strong organisational skills including planning, prioritising and time management

We welcome applications from people of all backgrounds and lived experiences. As we expand our programmes, we particularly value candidates who bring multicultural perspectives and/or speak additional languages. Skills in languages such as Arabic, Pashto, or Farsi are highly desirable, but not essential. If you share our commitment to inclusion and want to make a positive impact, we'd love to hear from you.

We also welcome applications from people with convictions. This role requires an enhanced DBS check so applicants will be asked to disclose relevant unspent convictions at a later stage of the recruitment process. If you are asked to disclose, the information will be handled confidentially and used to assess your suitability for the role.

Please send your CV and a covering letter explaining why you would be a good fit for the role to [recruitment@faresharesouthwest.org.uk](mailto:recruitment@faresharesouthwest.org.uk)

If you have any questions about the post please contact Sam Robinson, Josie Forsyth and Lucy Bearn at [recruitment@faresharesouthwest.org.uk](mailto:recruitment@faresharesouthwest.org.uk)