



Govanhill Community Development Trust

Employability Support Worker

(24.5 Hours Per Week –  
Fixed Term to March 2023)

Candidate Information Pack





Thank you for your interest in our vacant position of Employability Support Worker.

This file contains all of the information you will need to apply for the post:-

- General information regarding the Association and its subsidiary, Govanhill Community Development Trust
- Our job advert
- The Job Description and Person Specification
- A brief summary of the terms and conditions of the post
- Staff structures

The job Application Form is available as a separate Microsoft Word file which you may complete electronically.

Please note that the closing date for applications is Wednesday 29th June at 10 am. Interviews will take place week commencing 11th July 2022 and will be carried out via a suitable virtual platform.

If you require further information regarding the Association, GCDT or the position advertised, please do not hesitate in contacting me direct or Morag Williamson, Corporate Services & HR Administrator on 0141 636 3626 or at [mwilliamson@govanhillha.org](mailto:mwilliamson@govanhillha.org).

Thank you.

Alison Kevan  
Head of Corporate Services & HR  
Telephone 0141 636 3625  
[akevan@govanhillha.org](mailto:akevan@govanhillha.org)

## **1. Background**

- 1.1 Govanhill Housing Association was formed in 1975 and is a Registered Social Landlord which operates within a Group Structure.
- 1.2 The Association owns 2,800 tenanted units and is factor to 1,400 owners.
- 1.3 The Association has a Management Committee and has four sub committees:
  - Development & Property Services
  - Tenancy Services
  - Finance & General Purposes
  - Audit & Risk
- 1.4 The Association's Wider-Role activities are provided via the Association's wholly owned, non-charitable subsidiary, Govanhill Community Development Trust, which also owns and manages a portfolio of commercial properties.
- 1.5 The Association operates from our offices at Samaritan House, part of the former Royal Samaritan Hospital which was refurbished by the Association in 2006.

## **2. Staffing**

- 2.1 The Association's current staffing structure involves 82 (full time equivalent) staff deployed as follows :
  - Director
  - Senior Management Team –
    - Head of Corporate Services & HR
    - Head of Development and Property Services
    - Head of Finance & ICT
    - Head of Tenancy Services
  - Corporate Services & HR Team
  - Development & Property Services Team
  - Finance & ICT Team
  - Tenancy Services Team
  
  - Govanhill Community Development Trust



Govanhill Community Development Trust was established in 1991. It is a company limited by shares with all shares held by its parent, Govanhill Housing Association. The Trust has two main purposes:

**1. To provide social, economic and environmental benefits for the Govanhill community**

The Trust acts as the community regeneration, development and support arm for Govanhill Housing Association. The Trust has a wider role within the community working closely with the Association and delivers a wide range of activities. These include:

- Promoting Govanhill as a place to live, work and do business
- Supporting the development of local people's employability
- Promoting and supporting local volunteering
- Supporting local people to develop their language and literacy skills
- Family supports, including access to wider services and raising awareness of rights and entitlements
- Supporting social enterprise development
- Improving the local environment
- Community gardening and growing
- Community empowerment and engagement
- Promoting community cohesion and integration

**2. The letting and management of a significant portfolio of workspaces**

The Trust has progressively expanded its role in providing workspace and office accommodation. In doing so, the Trust has supported local economic development. We have a range of tenants including private businesses, community organisations, social enterprises, entrepreneurs and others. This role has protected a number of local buildings and provides an income that can be used to support the Trust's wider purposes.



Govanhill Community Development Trust works for the social, economic and environmental regeneration of Govanhill. We do this through the provision of affordable local workspaces and a broad programme of community development activity.

We are a wholly-owned subsidiary of Govanhill Housing Association – a community-controlled Registered Social Landlord operating within the Govanhill and Merrylee areas of Glasgow. The Association owns and manages around 2,800 homes and provides a Factoring Service to a further 1,400 private owners. It has a substantial Development, Major Repairs and Planned Maintenance Programme and delivers wider regeneration activity in partnership with Govanhill Community Development Trust.

**EMPLOYABILITY SUPPORT WORKER –  
PART TIME (24.5 HOURS PER WEEK)  
(FIXED TERM TO END MARCH 2023)**

**EVH GRADE 5  
Spinal points 13–16  
(£26,071 - £28,974 pro-rata)**

We are seeking an Employability Support Worker to join our Enterprise and Employability Team and work alongside our Employability Worker and other GCDT and Govanhill Housing Association colleagues. The worker will work as part of a wider team to remove barriers to employment and access jobs and training. Specifically, they will be tasked with:

- Meeting the needs of/addressing barriers to employment of a caseload of local individuals
- Working with our Employability Worker to develop and implement individual action plans with programmes of personal development, training, counselling and confidence building.
- Assisting individuals with job search, CV building, job applications, interview techniques and action planning.
- Working closely with colleagues to ensure support packages can be implemented for local people to improve their education, health, housing, awareness of services and social connections.
- Making effective use of language and advocacy skills to help facilitate effective engagement between service users and colleagues within local organisations, GCDT and Govanhill Housing Association's Welfare Rights, Tenancy Services and other teams as required.

The new postholder will join an established team of skilled community workers within GCDT and Govanhill Housing Association. Many of those work collectively to support local Romanian and Slovakian Roma people and it is expected that the postholder will work with a number of Roma residents to build their skills and employability. Knowledge of Slovakian, Czech or Romanian would therefore be very helpful. You will ideally have experience of managing a caseload of individuals and families with a range of needs. Experience of community work and supporting individuals and families to tackle poverty would be useful. Prior experience of organising training, employer engagement and community engagement activities would also be beneficial.

This is a challenging role where the postholder will have the chance to develop their skills in employability support while helping others to move closer to jobs and training. We'd love to hear from you if you think you can help us. In addition to a competitive salary we also offer a range of additional employee benefits.

Further information can be found in our application pack which can be obtained from our website

[www.govanhillha.org](http://www.govanhillha.org) or by contacting:

**GOVANHILL HOUSING ASSOCIATION, 79 Coplaw Street, Glasgow G42 7JG**

**Telephone: 0141 636 3626 Email: [recruitment@govanhillha.org](mailto:recruitment@govanhillha.org)**

**Closing date: Wednesday 29th 2022 at 10am**

**Interviews: Week commencing Monday 11<sup>th</sup> July 2022**

***EVH conditions of service will apply. Govanhill Housing Association and its subsidiary Govanhill Community Development Trust are committed to Equal Opportunities and welcome applications from all sections of the community.***



# Job Description

<b>Job Title</b>	Employability Support Worker Part time (24.5 hrs per week) Fixed term to March 2023
<b>Section</b>	Govanhill Community Development Trust
<b>Grade</b>	5 - £26,071-£28,974 (pro-rata)
<b>Date Reviewed</b>	May 2022

## 1. Main Objectives of Post

- 1.1 To provide advice, practical assistance and translation support to a caseload of residents from Govanhill to remove barriers to employment and access jobs and training.

## 2. Accountability

- 2.1 To the Sustainable Communities Coordinator on a day-to-day basis and ultimately through the Director to the Management Committee.

## 3. Principal Duties

- 3.1 To work closely with GCDT's Employability Officer and wider staff team to provide a programme of support for local residents
- 3.2 To assist in meeting the needs and addressing barriers of local individuals on a case-by-case basis.
- 3.3 To assist in the development of individual action plans to address needs and barriers through programmes of personal development, training, counselling and confidence building.
- 3.4 To assist in supporting individuals with job search, CV building, job applications, interview techniques and action planning.

- 3.5 To work closely with multilingual colleagues to ensure that a full package of support can be put in place for local people to improve their education, health, housing, awareness of local services and social connections.
- 3.6 To build and maintain good working relationships with local support agencies to maximise training and employment opportunities for local residents.
- 3.7 To closely monitor and record all engagements, take lead responsibility for tracking client job and training progressions and report regularly on progress.
- 3.8 To adhere to the organisation's policies, procedures & processes.
- 3.9 To closely adhere to the health and safety requirements of GCDT and Glasgow City Council and encourage best practice in relation to Covid safety.

## **4. Health & Safety**

- 4.1 To ensure all Health & Safety obligations are met in relation to the post and wider department obligations

## **5. Information & Confidentiality**

- 5.1 To ensure all GCDT related elements of and responses to the Complaints Policy, Subject Access requests, Environmental Information Requests and Freedom of Information requests are made in line with policy and wider legal requirements.
- 5.2 To maintain confidentiality at all times and adhere to our policies and procedures in this area.

## **6. Audit**

- 6.1 To support any internal and external audits, meetings with auditors, responding to queries, commenting on draft audit reports and implementing action plans as required.

## **7. Equal Opportunities**

- 7.1 To ensure activities fully comply with Equal Opportunities legislation and best practice and reporting performance against targets to Committee.

## **8. Other Duties**

- 8.1 To attend meetings or events including those out-with normal office hours as required.
- 8.2 To attend events which will promote the work of Govanhill Community Development Trust.
- 8.3 Any other duties as are required by Govanhill Community Development Trust, commensurate with the nature and grade of the post.



# Person Specification

**Job Title** Employability Support Worker Part time  
(24.5 hrs per week) - Fixed term to March 2023

**Section** Govanhill Community Development Trust

**Grade** 5 - £26,071-£28,974 (pro-rata)

**Date Reviewed** May 2022

1.	Education/Qualifications	Essential	Desirable
1.1	Diploma in an Employability-related discipline, Housing, Community Development or similar relevant qualification		*

2.	Skills, Knowledge and Experience	Essential	Desirable
2.1	Knowledge of the local labour market and challenges faced by individuals at each stage of the employability pipeline.	*	
2.2	Ability to develop and manage a support caseload of local individuals to improve their employability and learning opportunities.	*	
2.3	Knowledge of how to support clients with CV building, job search, applications, interview skills training, coaching and developing an understanding of the jobs market	*	
2.4	Ability to build partnerships with development agencies, local government officers and other support bodies.	*	
2.5	Strong business skills, including effective time management, managing a diverse workload, organisational skills and good verbal and written communication skills.	*	

<b>2.</b>	<b>Skills, Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
2.6	Demonstrable competence in the use of the main office software packages (i.e. Zoom, Teams, Word, Excel, PowerPoint, Outlook)	*	
2.7	Compliance with the gathering and recording evidence required by funders and partners	*	
2.8	Demonstrable written and spoken competence in the Romanian, Slovakian or Czech language		*
2.9	Ability to contribute to the wider objectives and values of GCDT and Govanhill Housing Association		*
2.10	Ability to demonstrate an understanding of equal opportunities legislation and experience of working in a diverse community	*	
2.11	Appreciation of Health & Safety issues including Covid-safety, lone working, working with groups and organising events		*

<b>3.</b>	<b>Personal Characteristics</b>	<b>Essential</b>	<b>Desirable</b>
3.1	Flexible approach including the ability to work out-with normal office working hours if required	*	
3.2	Ability to maintain confidentiality at all times and maintain records and services in order to comply with GDPR, EIR and FOI requirements.		*



**RECRUITMENT OF  
EMPLOYABILITY SUPPORT WORKER  
(24.5 HOURS PER WEEK - FIXED TERM TO MARCH 2023)**

**SUMMARY OF PRINCIPAL TERMS AND CONDITIONS OF EMPLOYMENT**

Govanhill Community Development is a member of 'Employers in Voluntary Housing' (EVH) and the terms and conditions for this job largely follow the EVH terms. A summary of the principal areas are as follows:

**Salary Scale**

The current EVH salary scale for this job is Grade 5 (Spinal Points 13-16) - £26,071-£28,974 pro-rata).

**Hours of work**

This post is for 24.5 hours per week and a flexi system is in operation.

**Holiday Leave**

25 working days holiday leave and 15 days general and public holidays (pro-rata) is available.

**Pension Scheme**

The Trust is a member of the Scottish Housing Associations' Defined Contribution Pension Scheme which you have the option of joining 3 months after your start date.

**Notice Period**

One month by either party.

***This summary is for general guidance of applicants and will not form part of the contract of employment. Any offer of employment will be subject to the receipt of satisfactory references.***

