

Job Description

Employability Lead



Reporting to	Head of Development
Responsible for	Volunteering Lead; relevant volunteers
Contract	Fixed-term until March 2026
Hours	37.5 hours per week. This will mean working some hours during evening and weekends as the job and cover requirements dictate.
Terms	25 days paid leave in addition to bank holidays
Salary	£27,000 - £28,000 per annum
Employer	Food Redistribution Wales Ltd (FareShare Cymru)

FareShare Cymru

FareShare Cymru is an independent charity and part of the national FareShare U.K. network of surplus food redistribution charities.

We fight food poverty by tackling food waste. We source quality surplus food - from food retailers, manufacturers, and suppliers - engaging volunteers to redistribute to local charities and community groups that provide meals to vulnerable people (individuals who are homeless, unemployed, socially isolated, recovering from addictions). Our food is a vital lifeline for children and families, people on low incomes, people who have lost their jobs, the homeless, refugees, domestic abuse survivors, the elderly and keyworkers.

This is a new role and an exciting opportunity to be instrumental in setting the next phase of our development.

Circumstances

Based on-site between our two Cardiff-based warehouses, some homeworking may be possible. The role may require the post holder to travel throughout Wales and attend events out of hours.

Purpose of Role

Lead on the employability programme, implementing and ensuring it's continued success. This will involve creating partnerships with organisations to help meet the aims of the project, overseeing the rollout of the programme within our operations, and supporting individuals looking to enter employment, education or training. The Employability Lead will work with individuals within a variety of settings and work will include 1-2-1s, work experience, group work, and providing training, as well as working with partnership organisations.

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 have experience of supporting people to find their next step and an understanding of the benefits of taking a holistic approach.

Programme Design and Implementation

- Develop new relationships and partnerships to facilitate the success of the employability programme
- Work with the operations team to develop the warehousing experience side of the employability programme
- Design the programme structure including practical work experience, training, and employability support e.g. CV writing, job searching
- Rollout and refine the programme to beneficiaries, learning from experience
- Market, promote and communicate the employability programme to referral partners
- Meet programme targets
- Develop relationships with potential employers and training providers to develop a forward path for participants/clients
- Prepare written reports, presentations and updates as required and follow prescribed filing and data accuracy requirements to ensure the confidentiality of participant information and a robust audit trail for internal and external review.
- Work with other members of the team to develop internal training

Employability Support

- Recruit participants and provide inductions
- Provide training to beneficiaries both 1-2-1 and in groups
- Support beneficiaries with work experience
- Provide pastoral support to programme beneficiaries and implement a structure for this
- To engage and support participants to achieve an improved work readiness position through mentoring and support..
- Work with clients/participants to identify barriers to their progression and agree an action plan with the client To identify suitable opportunities to which participants can be matched - i.e. employment or training opportunities

Other Development Work

- Ensure all beneficiary records are maintained
- Develop and undertake any surveys of beneficiaries as required
- Ensure the project is on track and targets are met
- Ensure any monitoring and reporting is undertaken and completed as required
- Continuation funding research as required -
- Supporting the development of funding applications to allow the work to continue after the current round of funding ends.
- Work with other officers and other programmes to ensure that opportunities available through this programme reach the required audience and facilitate appropriate training and learning opportunities.

Management

- Direct Line management responsibility for the Volunteering Lead
- Ensure that appraisals are completed and documented

Other Duties

- Be prepared to provide cover for any other member of the staff team during absences as required
- Carry out any other duties which may be necessary in order to fulfil the post and/or the functioning of FareShare Cymru

Person Specification

Experience

- Demonstrable experience of supporting people who are unemployed and/ or supporting people to improve their employability skills - such as through education, training, or volunteering
- Demonstrable experience of delivering training
- Experience of building and developing relationships and partnerships
- Experience of working as part of a team supporting and delivering projects to agreed time, cost and quality indicators
- People management
- Knowledge of the statutory and voluntary sector services available to vulnerable people in Cardiff
- Knowledge of the benefits system and experience of supporting people with benefits related issues
- Knowledge and experience of the Third sector in Wales

Skills and Abilities

- An empathetic and non-judgemental attitude to programme beneficiaries and an understanding of their difficulties in entering employment
- Good organisation skills - ability to prioritise and deliver on a changing workload
- Able to build rapport with people from a variety of backgrounds
- Confident in public speaking
- Full clean driving licence and access to own vehicle
- Good influencing and negotiating skills
- Excellent interpersonal & communication skills, clear ability to adapt approach to a diverse range of audiences
- Team player able to motivate and develop people through positive approaches
- Willing and able to develop new skills and take on challenges
- Able to meet targets and deadlines and to work under pressure
- Experience of giving presentations to a range of audiences
- Welsh Language skills would be an advantage

Personal Qualities, Values and Behaviours

- High degree of motivation, commitment and the ability to use own initiative
- Proactive
- Ability to work flexibly including evenings and weekends when necessary
- Willing and able to travel
- Commitment to the ethos of the Third Sector and the work of FareShare Cymru
- Reliable, resourceful and responsible

