



Job Title: Employability Support Worker

Location: Office base in Abingdon, Oxfordshire with some travel required
Salary: £27-29k FTE depending on experience
Hours: 22.5 hours per week, flexible working is available with some requirement to work occasional weekends.

About Oxford Wood Recycling (OWR)

Oxford Wood Recycling (OWR) is a vibrant social enterprise and charity with a dual mission: to reduce wood waste and to support people facing barriers to employment. Based in Abingdon, we reclaim and resell wood, craft sustainable timber products, and provide inclusive employment opportunities as well as a variety of socially driven community initiatives - all while offering a friendly and welcoming environment to our community.

With a team of 20+ passionate staff and a diverse retail and reuse operation, we take pride in being a Real Living Wage employer, a Disability Confident organisation, and a place where purpose and sustainability are at the heart of everything we do.

Why Join Us?

This is a fantastic opportunity to join a purpose-led, mission-driven team and take a central role in shaping and growing and developing our employability through improving our training, development and record keeping as well as through promoting the service to our partners and stakeholders. You'll be part of something meaningful - creating and supporting employment opportunities and improving the employability of people facing barriers to employment all within a supportive, values-based organisation.

The Role

Our employability service, Wood to Work, breaks down barriers to employment for people facing challenges like long-term unemployment, Autism, addiction, ADHD, OCD, criminal records, and lack of qualifications. The Wood to Work program provides hands-on work experience, life skills, and mentoring to help participants move into sustainable jobs. Since launch, 47 individuals have been supported – 28 into employment.

OWR want to expand Wood to Work by adding an internal accredited employability skills programme. This will cover practical skills like woodworking, customer service, digital sales, stock control, admin, marketing, product design, and GDPR compliance.

As Employability Support Worker you will be responsible for developing strong internal information systems as well as reaching out and communicating with key external audiences. You will combine great organisational skills with a genuine interest in people and their development.

The two key areas of focus will be on building the accreditation and record keeping processes for both the W2W attendees and also our Volunteers – alongside marketing and promoting the service to the wider community and potential employers. You will, therefore, need to be comfortable working with people, many of whom will face challenges to employment, as well as developing the systems and



processes that will support and evidence their development – always keeping in line with and enhancing the wider organisational impact and outcomes.

The key outcomes will be strengthened internal systems, processes and records, alongside increasing awareness in the community of who we are and what we can offer.

Key Responsibilities

- Scope out the areas of training currently in place within OWR and map out a phased approach to internal accreditation.
- Develop and test accreditation processes and supporting paperwork for training areas identified to ensure that documentation is in place to capture learning and outcomes.
- Review and develop existing programme information to ensure that our information systems are robust, compliant with GDPR and able to evidence the learning, development and employment outcomes needed.
- Strengthen recruitment onto the programme through identifying key audiences and communicating with them as appropriate.
- Strengthen employment opportunities through developing relationships with potential employers to increase pathways into employment for programme participants.
- Promote OWR and our activities to a wider audience to ensure awareness of what we do and the critical part played through the employability work.
- Develop print and digital materials to support this work.
- Directly supporting the Senior Employment Coach in his work.
- Additionally working with the CEO, Operations Manager and others to identify and attend events and activities where OWR's attendance will support this work.
- Work closely with colleagues to ensure all work aligns with organisational values, tone of voice and objectives
- Other duties in line with the job purpose in support of the goals of the organisation.

About You

Person Specification

- Experience of working in employability, training, skills development, community work, education, recruitment or a related environment.
- Organised and methodical, with an eye for detail.
- Great at building relationships and communicating with different audiences.
- Confident developing systems, processes and records.
- Comfortable promoting an organisation through social media, events and face-to-face engagement.
- Proactive, creative and resourceful and able to work independently.
- A strong team player who genuinely shares OWR's commitment to social and environmental impact.