

SPITALFIELDS CRYPT TRUST JOB DESCRIPTION

Post Title	Progression Worker
Responsible to	Director of Services (subject to review)
Purpose of Post	To support users of services through an education, training, and employability programme integrated with SCT's wider services and enterprise offer, as well as partner opportunities in the wider community. To oversee and coordinate access to SCT's Training and Development tutor-led activities including art, creative writing, digital skills, gardening, literacy, woodwork, and peer-led 'Choices' groups, and to monitor people's progress over time.
Salary	Up to £27,488 (£34,360 FTE)
Hours	28 hours per week Monday to Friday (specific days negotiable)
Location	SCT Recovery Hub (Shoreditch) and other SCT locations

Spitalfields Crypt Trust (SCT) is an East London charity embedded in the local community, providing practical support and training to people affected by homelessness and addictions so they can rebuild their lives. We have a Recovery Hub in Shoreditch, where we run an abstinence-based residential recovery service ('Acorn House'), and a Training and Development service, including tutor-led art, creative writing, digital skills, gardening, literacy, and woodwork. In addition, we run Housing First and Supported Housing services, both in East London. We also have eight charity shops and two social enterprises, which give us a presence in the wider East London community while generating valuable funds.

Our 'SCT in the Community' strategy seeks to make SCT's core offer combining enterprise, housing support, therapeutic support, training and development more available to all the neighbourhoods where we have a presence. SCT's shops are great opportunities for local people to connect with SCT in many different ways, to build relationships, participate, and celebrate their gifts. This is an approach we are keen to develop alongside our accompanying strategy to develop our 'SCT Women's Service' to provide residential treatment for women.

You will be joining a team that is committed to working collaboratively, sharing knowledge, ideas, and skills to create a supportive culture. This is something we are proud of and believe is at the heart of our success.

We seek to recruit people with a good combination of talent, skills and potential, promoting equality for all, and we welcome applications from a wide range of candidates regardless of age, race, gender identity, sex, sexual orientation, religion, or disability. We select candidates for interview based on their skills, qualifications, experience and commitment to the values and purposes of SCT.

Role and Responsibilities:

We are dedicated to supporting those who access our Training and Development service to explore further Education, Training, and Employment (ETE) opportunities as part of SCT's

Progressions Programme, both within and outside of SCT. This includes those in early recovery who are resident in our abstinence-based recovery service ('Acorn House'), as well as those in our move-on house and the wider community who may be more established in their recovery. SCT's Progression Worker supports those accessing our services to explore ETE opportunities, offering tailored, individually specific support to help them reach their full potential. SCT's Progression Programme is centred on empowering people in recovery to cultivate confidence and realise their potential.

SCT Progressions Programme

1. Identifying SCT residents and students ready to pursue ETE opportunities:

- Collaborate with SCT tutors and managers, particularly the Therapeutic Programme Manager and Supported Housing Manager, to identify those who may benefit from the support on offer.
- Cultivate strong relationships with SCT's social enterprises and shops to establish clear pathways for volunteering and trainee opportunities for those who access our services.
- Conduct assessments, develop and implement individualised Progression Plans, and evaluate progress according to each person's needs, strengths and aspirations, involving key internal and external partners as appropriate.

2. Providing information, advice, and guidance regarding ETE opportunities:

- Offer information, initial advice, and guidance on employment, voluntary work, and further education opportunities.
- Promote SCT's work to external partners to maximise ETE opportunities for those who access our services.
- Make referrals for placements, volunteering experiences, apprenticeship schemes, colleges, and other external programmes.
- Support individual users of services with referrals and applications for ETE opportunities.
- Maintain partnerships with relevant ETE providers to offer diverse opportunities to users of services.
- Work with corporate partners offering employability opportunities to users of services.
- Design, develop, and deliver employability workshops as required.

3. Oversight of users of SCT services volunteering in SCT's social enterprises and shops:

- Match potential volunteers to SCT volunteering opportunities.
- Support potential volunteers with applications for volunteering opportunities.
- Liaise with colleagues who will be managing volunteering experiences.
- Conduct risk assessments.
- Support volunteers on an ongoing basis.
- Hold regular review meetings with volunteers, and SCT colleagues.

4. Monitoring, evaluation, and reporting:

- Maintain accurate records of activities, outcomes, and feedback, including monitoring of In-Form, SCT's bespoke CRM data management system.
- Input relevant data to In-Form to track participants' progress.
- Identify success stories of participants overcoming significant barriers to learning and work.
- Collaborate with colleagues to celebrate success stories through various channels.
- Participate in quality improvement activities, staff development opportunities, and self-evaluation.

- Assist Fundraising, Communications, and Marketing colleagues in preparing funding applications and reports.

5. Providing Ongoing Support to Progression Alumni:

- Conduct regular check-in calls/meetings with users of services.
- Direct users of services to relevant support services, where necessary, for maintaining their recovery.
- Organise an annual Progression Alumni event to celebrate service users' achievements and maintain contact.

SCT Training & Development

1. Co-ordinating the enrolment process for Training and Development activities for SCT residents and non-residents

2. Ensuring plans are developed for those participating in Training and Development activities to progress according to their needs, strengths, aspirations, and available opportunities, including consideration for SCT's Progressions Programme.

PERSON SPECIFICATION

Essential Skills:

- Demonstrated experience engaging vulnerable, long-term unemployed adults in relevant educational, employment, and training programmes.
- Understanding of addiction and recovery.
- Excellent communication skills with the ability to engage with a range of people including users of services, corporate volunteers, funders and trustees.
- Working knowledge of welfare benefits and experience supporting of supporting people to maximise their income.
- Strong networking skills and the ability to establish new working relationships with ETE providers.
- Ability to work independently and demonstrate good organisational skills.
- Good basic IT skills, including proficiency in MS Word and basic data entry.
- Team-oriented attitude in collaborating with different services and disciplines.

Ethos:

- Commitment to ensuring compliance with SCT's Equal Opportunities Policy.
- Adherence to all statutory and legal obligations, including data protection laws.
- Environment:
- Ensuring a safe and secure environment for users of services, free from alcohol, drugs, abusive behaviour, and exploitation.

Finance and Budgeting:

- Operating within agreed budgets and complying with SCT's financial control procedures.

Management:

- Compliance with Line Manager's reporting requirements.
- Willingness to undertake other delegated tasks as necessary for the overall work of SCT.