Job Title: Stepping Stones: XP Officer
Salary: £26,750 (£33,438) p.a. + 6% contributory pension scheme
Hours: 28 hours (Part-time) – Fixed term (50 weeks)
Responsible to: Wellbeing Coordinator
Responsible for: Occasional office volunteers

Background

VCKC empowers people to develop skills, knowledge, confidence, and positive relationships through rewarding volunteering. We enable people to improve and maintain their health, find paid work where that is one of their aims, and increase their independence.

VCKC helps local community organisations to recruit and manage volunteers to provide their vital services, while also ensuring placements are accessible, inclusive, and safe, and that volunteers have a good quality experience that responds to their volunteering goals.

Our Stepping Stones: XP programme helps young people (ages 16–25) who identify as having Special Educational Needs or Disabilities and want to work. We enable our clients to prepare for, find, and get the most out of, accessible volunteering placements, work experience opportunities, and paid jobs, starting where they are and going on their journey with them.

As a member of the team, the Stepping Stones: XP Officer will deliver high-quality, person-centred support to young people with SEND, enabling them to build confidence, develop employability skills and progress towards positive volunteering or employment outcomes within a defined period. To do this, you will need to build effective relationships with employers and volunteer-involving organisations as well as with young people and members of the VCKC team.

The role is delivery-focused and time-limited, with a manageable caseload and an emphasis on placing young people in paid and unpaid roles that advance their goals.

Main Purpose of Job

- To identify, engage and support young people into appropriate volunteering and employment placements, taking account of their interests, goals, and support needs
- To use volunteering to develop participants' skills, knowledge, and confidence

- To enable participants to gain paid employment/self-employment where this is their aim

Key Duties

1. **Project Operation**

1.1 To deliver one-to-one, strengths-based support to SEND young people aged 16–25, managing a defined caseload

1.2 To undertake initial and ongoing assessments of participants' skills, experience, motivation, and barriers to volunteering or employment, including identifying reasonable adjustments.

1.3 To co-design realistic action plans with participants, and where appropriate their families or support networks, focused on progression into volunteering and employment within the timescales of the project.

1.4 To support participants to develop confidence, employability skills and work readiness in ways that are accessible and responsive to a range of SEND needs.

1.5 To provide practical support with CVs, applications, forms and other basic employment-related paperwork, adapting materials and approaches as required.

1.6 To source, broker and maintain a manageable range of accessible volunteering and employment placements suitable for young people with SEND.

1.7 To work with employers and volunteer-involving organisations to promote inclusive practice and to ensure placements are supportive, safe, and appropriately adjusted.

1.8 To maintain contact with placement providers and participants to monitor progress and provide light-touch, SEND-informed in-placement support where needed.

1.9 To maintain accurate and up-to-date records of participant engagement, adjustments, progress, and outcomes in line with organisational requirements.

1.10 To use basic IT systems, including databases and spreadsheets, to input and track monitoring information related to volunteering and employment outcomes.

1.11 To work with referral partners, education providers, and internal colleagues to support positive outcomes for young people with SEND, and to signpost to specialist services where needs fall outside the scope of the role.

2. **Promotion, Liaison & Networking**

2.1 Making use of networks not only to develop and sustain placement opportunities but provide practical support to clients - for example, access to grants for tools, training courses, clothing for work, etc.

2.2 Undertake outreach activities to promote volunteering and accessible and inclusive employment with a wide range of audiences, recruiting participants and hosts.

2.3 Promote the Volunteer Centre and its programmes, and help to develop appropriate promotional materials with the support of the Communications Officer.

3. Monitoring & Evaluation

3.1 To collect and record agreed information on participants' activities and progress for monitoring purposes, in line with VCKC policies and procedures on data- and cyber-security.

3.2 To work with VCKC team members to ensure that the programme is administered effectively.

4. Volunteers

4.1 To involve volunteers in the project's work, including volunteers using the project's services; to create new and adapted roles where appropriate.

4.2 To ensure that any volunteers working with the project are supervised, trained, and supported in accordance with the VCKC's policies on working with volunteers.

5. General

5.1 To undertake general work as part of the VCKC team, including office cover, answering telephones and emails, and providing general information regarding the VC's services; and to participate in team meetings, subgroups and VCKC activities as required.

5.2 To receive regular supervision from the Chief Executive Officer or other line-manager.

5.3 To attend VCKC Board of Trustees and other meetings as required.

5.4 To work within the VCKC's policies at all times.

5.5 To promote the services offered by VCKC.

5.6 To work outside normal office hours on occasional evenings or weekends as required.

5.7 Any other duties as requested by your line manager that are consistent with the above.

Conditions:

This job description does not constitute a "term and condition of employment." It is provided only as a guide to assist the employee in the performance of their job. VCKC is an evolving organisation and therefore changes to the employees' duties may be necessary from time to time. The job description is not intended to be inflexible or a finite list of tasks and may be varied from time to time after consultation/discussion with the post holder.

DISCLOSURE AND BARRING SERVICE – DISCLOSURE

VCKC aims to promote equality of opportunity for all with the right mix of talent, skills, and potential. VCKC welcomes applications from diverse candidates. Criminal records will be taken into account for requirement purposes only when the conviction is relevant.

As VCKC meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a DBS check before the appointment is confirmed. This will include details of cautions as well as convictions.

Person Specification

Criteria	Requirements
Experience	Experience of supporting young people or adults facing barriers to employment or volunteering Experience of delivering one-to-one, strengths-based support Strong interpersonal and communication skills, both in person and remotely Experience of working with young people aged 16–25 Experience of working with young people with SEND Experience of collaborating with employers or volunteer-involving organisations
Knowledge, Skills, and Aptitude	Knowledge of common barriers to employment for young people (e.g. mental health, lack of experience, confidence, poverty) A track-record of supporting people into volunteering, work experience, or employment Ability to work in a structured way, managing time and priorities effectively within limited hours Good administrative and record-keeping skills Understanding of confidentiality, professional boundaries, and safeguarding Ability to maintain accurate records and write clear and comprehensive reports, inputting, retrieving, and analysing data from a database
Other Job Requirements	A caring and positive attitude towards other people's wellbeing Good numeracy and literacy skills Effective organisational and planning skills, calm and dependable under pressure A track record of taking responsibility for planning and delivering work on one's own initiative Commitment to the Volunteer Centre Kensington & Chelsea's values and objectives

	Flexible and able to adapt to meet the changing needs of clients Able to travel and attend evening and weekend meetings and events in line with the job description Commitment to equality, inclusion, and empowering young people