**Apex Scotland Job Description and**

**Role Profile**

**Position: SESSIONAL TRAINERS (Labyrinth)**

**Responsible to: Service Development Manager**

**Location: To be agreed**

**Salary Scale: £10.55 per hour**

**Value Statement:**

*All employees of Apex Scotland must work within the ethos of the organisation and apply themselves as per the Organisational Qualities and Values Policy.*

**PURPOSE OF JOB**

To deliver the Apex Scotland Labyrinth employability programme. This is a 6 week, 18 hours per week programme of training for those deemed to be at stage 1 or 2 of local authority employability pipelines. There is also a 2 week preparation period and potentially a 4 week post course support period. This means that we would require approximately 18 hours per week for a minimum of 12 weeks.

Labyrinth has been specially developed to increase the employability prospects of offenders, ex-offenders, and young people at risk in accordance with the philosophy and policy of Apex Scotland. It can also be delivered to those deemed furthest from the labour market and hardest to engage.

The main focus of the role is to progress those attending the course in to sustainable employment or engaging with other support agencies that will further improve their employment prospects. A key part therefore would be to be able to engage professionally with employers, local and national.

**ROLE RESPONSIBILITIES & MAJOR ACTIVITIES**

1. Deliver a dynamic training course that will engage and sustain participants for the 6 week duration.
2. Contact local and national employers to enhance the employment prospects of participants. This could be through volunteering, placement or employment with employers.
3. Help to market the programme to key stakeholders and referral agencies, most likely Jobcentre Plus staff.
4. Provide an evidence log of participant attendance, engagement and outcomes.
5. Keep all paperwork relevant to the course, including petty cash and receipts in line with Apex Scotland’s policies
6. Use the 2 week preparation period to plan and prepare for courses, including making improvements to the course if required.
7. Take part in any training courses deemed necessary by Apex Scotland ( for which you will be paid to attend)

**ORGANISATION AND LEGAL RESPONSIBILITIES**

1. Conform to all Apex policies and local procedures with regard to processing illness reporting, working hours, expenses claims, grievance procedures and petty cash..
2. Conform to all Apex Scotland’s and legal policies and practices regarding data protection and employment law. Uphold legislation on health and safety. Carry out you’re your own responsibilities to reduce risk in this matter and promote a health and safety culture.
3. Where required, conduct risk assessments in the workplace and client activities. Protect yourself and others from risk of harm or violence.
4. Ensure your actions promote and value equality, diversity, rights and responsibility along with supporting the maintenance of all Apex policies and procedures.

March 2017