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**Intermediate Labour Market Opportunities**

(25+ Paid Work Placements)

**Third Sector** Vacancy Pack 28/6/2022

**GUIDANCE**

[No-one Left Behind](https://www.employabilityinscotland.com/policy/no-one-left-behind/) is a key Scottish Government initiative aimed at supporting the most disadvantaged people in Scotland to secure and sustain employment.   No One Left Behind is managed by the Scottish Government and local authorities.

This Intermediate Labour Market (ILM) programme is designed to support people aged 25+ who have been out of work for 12 months or more to re-join the workplace through a paid work placement. A range of opportunities have been created across the Public and Third sectors, with each placement featuring a blend of training and on-the-job learning.

1. **ELIGIBLITY**

The Dumfries & Galloway Local Employability Partnership have worked with Third Sector partners to create a range of **paid work placements** designed to support clients to build skills, experience, and confidence to pursue long term employment.

Eligible applicants must be:

* Have the right to live and work in the UK
* Be a resident of Dumfries & Galloway
* Not currently be in employment, training or education
* Be 25 or older
* Long Term Unemployed (12 months or more)

Eligibility will also be based on **at least one additional barrier** applying:

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1. **RATE OF PAY**

As a minimum, all placements will be paid at the Scottish Living Wage –£9.90 from 1st April 2022.

1. **WORK PATTERN AND DURATION**

Placements will typically last 6 month, up to 30hrs per week with options to negotiate a work pattern which is client centred.

1. **INFORMATION SESSIONS**

Online information sessions have been arranged with each Placement Provider, allowing clients to find out more about that the organisation and role. This is a great opportunity to ask questions and set expectations. These sessions are scheduled before the closing date for applications.

1. **APPLICATION PROCESS**

Applicants are asked to complete a [standard application form](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.dgtap.co.uk%2Fsites%2Fdefault%2Ffiles%2Fdownloads%2F1901%2520-%2520NOLB%252025%252B%2520Work%2520Placement%2520-%2520Application%2520Form%2520FINAL.docx&wdOrigin=BROWSELINK) which should be sent to [DGemployability@dumgal.gov.uk](mailto:DGemployability@dumgal.gov.uk) in the first instance. The Employability & Skills team will then check the application for eligibility and pass the Placement Provider for short-listing.

1. **MORE INFORMATION**

Please direct general enquiries to [DGemployability@dumgal.gov.uk](mailto:DGemployability@dumgal.gov.uk)

For enquiries regarding a specific opportunity please contact the named person on the advert.

1. **CURRENT VACANACIES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation** | **Job Title** | **Vacancies** | **Weekly Hrs\*** | **Location** |
| Big Burns Supper | Trainee Producer | 1 | Up to 30 hrs | Dumfries |
| Better Lives Partnership | Assistant Support Worker | 1 | Up to 30 | Dumfries or Stranraer |
| The Whithorn Trust | Historic Construction Skills Worker | 1 | 24 | Whithorn |
| D&G Care Trust | Admin Assistant | 1 | 27.5 | Dumfries |
| Loreburn Housing Association | Community Assistant | 2 | Up to 30 | Dumfries  Stranraer |
| D&G Multicultural Association | Project Assistant | 1 | Up to 30 | Dumfries |
| The Richmond Fellowship | Support Practitioner | 2 | Up to 30 | Across D&G |
|  |  |  |  |  |

**ABOUT THE ROLE**

**Job Title** TRAINEE PRODUCERS **Location** Dumfries

**Organisation** BIG BURNS SUPPER **Hours** up to 30 hours

**Pay** SCOTTISH LIVING WAGE **Duration** 26 weeks\*

**CLOSING DATE** 17th July 2022

**DESCRIPTION**

The successful applicants will become part of our team and work on our year-round events through Cinema, Live Events and our community projects that run throughout the year. While helping us achieve our mission, purpose and objectives whilst creating a nurturing environment for our community; we will also help through vocational training provided out-with the company to help enhance transferable skills.

Big Burns Supper is a unique social co-operative and the largest community platform in the South of Scotland. The role of the Trainee Producers is to realise our projects and help us sustain our model into the future.

**Our Core Values**

* We give people a chance
* We love our audience
* We are prepared to take risks
* We care about our place and the people who live here
* We create work that is of the highest standard
* We set a professional tone in everything we do
* We consider the legacy of our activities

**RESPONSIBILITIES**

Working closely with the core team to deliver customer support; in our box office, online and on our phones

* Working within the cinema and live events teams during screenings and events and in the run up to
* Working directly with customers through our till system (full training will be provided for those that need)
* Promote, sell and process orders on our ticketing system
* Helping with admin within the office
* Other project tasks as required

**FOR FURTHER INFORMATION**

Contact: Erin Email: erin@bigburnssupper.com

Telephone: 01387 733717

**ELIGIBLITY**

This work placement has been funded by Scottish Government through the No One Left Behind employability programme. Applicants **must be aged 25+** and will have been **unemployed for a period of 12 months** or more. Your Work Coach will be able to offer further advice on eligibility.

**TO APPLY**

You can download an [application from HERE](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.dgtap.co.uk%2Fsites%2Fdefault%2Ffiles%2Fdownloads%2F1901%2520-%2520NOLB%252025%252B%2520Work%2520Placement%2520-%2520Application%2520Form%2520FINAL.docx&wdOrigin=BROWSELINK).

Applications should be sent to [DGemployability@dumgal.gov.uk](mailto:DGemployability@dumgal.gov.uk)

**ABOUT THE ROLE**

**Job Title** ASSISTANT SUPPORT WORKER **Location** STRANRAER /DUMFRIES

(Depending on location of the preferred candidate)

**Organisation** BETTER LIVES PARTNERSHIP **Weekly Hours**  up to 30 (flexible)

**Pay** SCOTTISH LIVING WAGE **Duration** 26 weeks\*

**CLOSING DATE** 17th July 2022

**DESCRIPTION**

You will have the opportunity to support autistic young people on their journey from school to their positive destination - either employment, further education, self-employment or volunteering. They will learn about autism and the needs of autistic young people building up relationships with the young people.

Duties will include the following and more:

* Assisting the Support workers with photocopying, printing, photography and filing.
* Supporting/facilitating sessions - being available for young people with questions about their independent tasks
* Accompanying young people on a work visit, volunteering opportunity or work placement

**WHAT SKILLS ARE NEEDED**

The purpose of this placement opportunity is to support you to develop your skills, confidence and qualifications to return to work. There are some requirements that are specific to this role / employer:

* A good basic level of English – verbal and written
* Must undertake a disclosure (PVG) check
* Must be compassionate and empathetic to needs of vulnerable people.
* Experience of working with young people
* Understanding of additional needs and autism.
* A driving license and access to personal vehicle is desirable but not essential.

**FOR FURTHER INFORMATION AND TO APPLY**

**Contact:** Karen O’Rourke **Telephone:** 01556 503888

**Email:** [korourke@betterlivespartnership.org.uk](mailto:korourke@betterlivespartnership.org.uk) **Website** [www.betterlivespartnership.org.uk](http://www.betterlivespartnership.org.uk)

**ELIGIBLITY**

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**TO APPLY**

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Applications should be sent to [DGemployability@dumgal.gov.uk](mailto:DGemployability@dumgal.gov.uk)

**ABOUT THE ROLE**

**Job Title** Historic Construction Skills Trainees **Location** WHITHORN

**Organisation** The WHITHORN TRUST **Hours** 24 hours

**Pay** SCOTTISH LIVING WAGE **Duration** 26 weeks\*

**CLOSING DATE** 17th July 2022

The Whithorn Trust is an archaeological trust, managing a visitor centre and outdoor site which includes our full-scale Iron Age roundhouse. Our museum includes artefacts from the last 1600 years. The Trust has a workshop on site, with a full-time joinery and carpentry trainer, and assistants, where we train people in traditional and ancient joinery, using hand tools, with opportunities to learn blacksmithing, masonry and other traditional crafts which have a long history in Whithorn. We are aiming to create full-scale reconstruction buildings from the past, but we also aim to equip our participants with transferrable skills which will enable them to repair traditional stone-built buildings which are common in Dumfries and Galloway.

This placement offers the opportunity to become involved in a lively and ambitious training programme which will offer transferrable and accredited skills:

* Working outdoors with hand tools and ancient construction techniques, instructed by experts
* Working in our workshop learning traditional construction and use of tools
* Working on full-scale buildings with a trainer in carpentry, masonry, lime plaster etc.

**WHAT SKILLS ARE NEEDED**

The purpose of this placement opportunity is to support you to develop your skills, confidence and qualifications to return to work. The possibility of continuing work at the Trust will be discussed at the end of the placement.

Full training will be provided and may include accredited awards in First Aid, Health and Safety in Construction, Abrasive Wheels, Manual Handling and may include other awards such as CSCS and Chainsaw work, and we are aiming to become an accredited training centre for traditional construction skills in the near future which will open up further possibilities for accredited learning.

**FOR FURTHER INFORMATION**

**Contact:** Julia Muir Watt **Email:** juliamuirwatt@btconnect.com

**Telephone:** 01988 500469 **Web:** [www.whithorn.com](http://www.whithorn.com)

**ELIGIBLITY**

This work placement has been funded by Scottish Government through the No One Left Behind employability programme. Applicants **must be aged 25+** and will have been **unemployed for a period of 12 months** or more. Your Work Coach will be able to offer further advice on eligibility.

**TO APPLY** You can download an [application from HERE](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.dgtap.co.uk%2Fsites%2Fdefault%2Ffiles%2Fdownloads%2F1901%2520-%2520NOLB%252025%252B%2520Work%2520Placement%2520-%2520Application%2520Form%2520FINAL.docx&wdOrigin=BROWSELINK).

Applications should be sent to [DGemployability@dumgal.gov.uk](mailto:DGemployability@dumgal.gov.uk)

**ABOUT THE ROLE**

**Job Title** Admin/Clerical Assistant **Location** DUMFRIES

**Organisation** D&G Care Trust **Weekly Hours**  27.5hrs

**Pay** SCOTTISH LIVING WAGE **Duration** 26 weeks\*

**CLOSING DATE** 17th July 2022

**DESCRIPTION**

The position would be working within the office in Dumfries. The individual would be providing administration support to the manager.

The main tasks would be:

* Reception Duties – Meeting clients and customers and dealing with general enquiries regarding the service.
* Answering the telephone and passing on messages to the relevant people.
* Maintaining a diary for the Landscape Manager.
* Assist with maintaining and updating databases.
* Managing petty cash.
* Assist with the updating of support plans.
* General clerical support: Filing, photocopying, shredding, scanning and laminating documents.
* Undertake appropriate training and self - development under the supervision of the manager.
* Any other reasonable duties as identified by the manager.

**WHAT SKILLS ARE NEEDED**

The purpose of this placement opportunity is to support you to develop your skills, confidence and qualifications to return to work. There are some requirements that are specific to this role / employer:

* Polite, friendly and confident personality
* Good communication skills
* Sensitive and patient to the needs of the people using the service
* Smart appearance
* Basic I.T skills
* Good numeracy and literacy skills.
* Ability to prioritise workload
* Flexible approach to working
* Good Timekeeping
* Attention to detail.
* Must undertake a disclosure (PVG) check

**FOR FURTHER INFORMATION AND TO APPLY**

**Contact:** Trisha McWilliam **Email:** [info@caretrust.org.uk](mailto:info@caretrust.org.uk)

**Telephone:** 01387 247580

**ELIGIBLITY**

This work placement has been funded by Scottish Government through the No One Left Behind employability programme. Applicants **must be aged 25+** and will have been **unemployed for a period of 12 months** or more. Your Work Coach will be able to offer further advice on eligibility.

**TO APPLY**

You can download an [application from HERE](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.dgtap.co.uk%2Fsites%2Fdefault%2Ffiles%2Fdownloads%2F1901%2520-%2520NOLB%252025%252B%2520Work%2520Placement%2520-%2520Application%2520Form%2520FINAL.docx&wdOrigin=BROWSELINK).

Applications should be sent to [DGemployability@dumgal.gov.uk](mailto:DGemployability@dumgal.gov.uk)

**ABOUT THE ROLE**

**Job Title** COMMUNITY ASSISTANT **Location** Various /Work from Home

**Organisation** Loreburn Housing Association **Weekly Hours**  30 (flexible)

**Pay** Scottish Living Wage **Duration** 26 weeks\*

**CLOSING DATE** 17th July 2022

**DESCRIPTION**

You will assist Neighbourhood Officers to provide a housing management service

gaining experience in a range of services including

* Estate and neighbourhood management
* Lettings and void management
* Customer engagement

Working closely with your team mates to provide administrative support, dealing with enquiries by telephone, email, letter and in person. We will support you to become the first point of contact tenants and residents.

There will be a blend of on the job and formal training.

**WHAT SKILLS ARE NEEDED**

The purpose of this placement opportunity is to support you to develop your skills, confidence and qualifications to return to work. There are some requirements that are specific to this role / employer:

* A good basic level of English – verbal and written
* Must undertake a disclosure (PVG) check
* Must be compassionate and empathetic to needs of vulnerable people.
* Good understanding of customer service essential.

**FOR FURTHER INFORMATION**

**Contact:** Kirsty Robertson **Email:** [KirstyR@loreburn.org.uk](mailto:KirstyR@loreburn.org.uk)

**Telephone:** 01387 321 300 **Website:** [www.loreburn.org.uk](http://www.loreburn.org.uk)

**ELIGIBLITY**

This work placement has been funded by Scottish Government through the No One Left Behind employability programme. Applicants **must be aged 25+** and will have been **unemployed for a period of 12 months** or more. Your Work Coach will be able to offer further advice on eligibility.

**TO APPLY**

You can download an [application from HERE](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.dgtap.co.uk%2Fsites%2Fdefault%2Ffiles%2Fdownloads%2F1901%2520-%2520NOLB%252025%252B%2520Work%2520Placement%2520-%2520Application%2520Form%2520FINAL.docx&wdOrigin=BROWSELINK).

Applications should be sent to [DGemployability@dumgal.gov.uk](mailto:DGemployability@dumgal.gov.uk)

**ABOUT THE ROLE**

**Job Title** SHOP ASSISTANT **Location** DUMFRIES

**Organisation** D&G Multicultural Association **Weekly Hours** up to 30hrs

**Pay** SCOTTISH LIVING WAGE **Duration** 26 weeks\*

**CLOSING DATE** 17th July 2022

**DESCRIPTION**

Dumfries and Galloway Multicultural Association is a registered charitable organisation that supports people from ethnic, religious, and cultural minority communities by providing education, information, training, translation, and interpretation services to encourage people from BME communities to participate and engage fully in community life.

The main tasks of the Shop Assistant will include:

* Answering customer questions
* Collecting payment for items sold
* Conducting in store promotion
* Notifying customers of sales and special offers
* Placing orders for products
* Stocking shelves

**WHAT SKILLS ARE NEEDED**

The purpose of this placement opportunity is to support you to develop your skills, confidence and qualifications to return to work. There are some requirements that are specific to this role / employer:

* Good understanding of customer service
* Good communication skills, and a willingness to be part of a team.
* Must undertake a disclosure (PVG) check

**FOR FURTHER INFORMATION AND TO APPLY**

**Contact:** Yen Nalci **Telephone:** 01387 254624

**Email:**  [info@dgma.org.uk](mailto:info@dgma.org.uk) **Website**: [www.dgma.org.uk](http://www.dgma.org.uk)

**ELIGIBLITY**

This work placement has been funded by Scottish Government through the No One Left Behind employability programme. Applicants **must be aged 25+** and will have been **unemployed for a period of 12 months** or more. Your Work Coach will be able to offer further advice on eligibility.

**TO APPLY**

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Applications should be sent to [DGemployability@dumgal.gov.uk](mailto:DGemployability@dumgal.gov.uk)

**ABOUT THE ROLE**

**Job Title** Support Practitioner **Location** Various

**Organisation** The Richmond Fellowship **Weekly Hours** up to 30hrs

**Pay** £10.50ph **Duration** 26 weeks\*

**CLOSING DATE** 17th July 2022

**DESCRIPTION**

The Support Practitioner will, as appropriate, provide direct support to individuals within their communities. The Support Practitioner will have responsibility for ensuring that individuals receive support provision aimed at maximising independence and choice. The Support Practitioner role may include but not be limited to:

* Assisting individuals with personal care and hygiene, household management tasks
* Working with individuals who can display challenging behaviour
* Work with individuals who may have been through the criminal justice system
* Accompanying individuals who have religious beliefs that may differ from your own
* Working with individuals who smoke; including indoors in a smoking environment
* Lone working
* Working various shift patterns including evenings, nights, weekends and public holidays

**WHAT SKILLS ARE NEEDED**

The purpose of this placement opportunity is to support you to develop your skills, confidence and qualifications to return to work. Good understanding of customer service

* Good communication skills, and a willingness to be part of a team.
* Must undertake a disclosure (PVG) check
* Preferably drive and have access to a car

**FOR FURTHER INFORMATION AND TO APPLY**

**Contact:** Glenn McBride **Telephone:** 07764569094

**Email:** [**gmcbride@trfs.org.uk**](mailto:gmcbride@trfs.org.uk) **Website:** [www.trfs.org.uk](http://www.trfs.org.uk)

**ELIGIBLITY**

This work placement has been funded by Scottish Government through the No One Left Behind employability programme. Applicants **must be aged 25+** and will have been **unemployed for a period of 12 months** or more. Your Work Coach will be able to offer further advice on eligibility.

**TO APPLY**

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