

# Vacancy Newsletter

2<sup>nd</sup> June 2023

east lothian  
**works**

**Company:** East Lothian Foodbank

**Location:** Tranent

**Role:** Referrals Co-ordinator

**Hours:** Part-time, 27.5 hours per week

**Salary:** £23,600 per year (pro-rata)

**Closing date:** Friday 9<sup>th</sup> June 2023, midday

The purpose of East Lothian Foodbank is to prevent and relieve poverty through the provision of emergency food support and financial advice to those in need throughout East Lothian.

Key tasks:

- Manage referrals for Foodbank parcels from agencies and partners and input data into our data Collection System.
- Act as the main point of contact for service users. Gather any special requests, or information relating to specific needs so volunteers can tailor parcels accordingly.
- Plan and co-ordinate daily deliveries including organising drivers, notifying service users and scheduling routes.

For more information, contact Elaine Morrison, Foodbank Manager

Telephone: 07516510617

Email: [manager@eastlothian.foodbank.org.uk](mailto:manager@eastlothian.foodbank.org.uk)

Application packs are available to be downloaded from the website:

<https://eastlothian.foodbank.org.uk/>

**Company:** The Ridge  
**Location:** Dunbar  
**Role:** Employability Worker

**Hours:** Part-time (28 hours per week)  
**Salary:** £20,000 per year (1 year to June 2024)  
**Closing date:** Friday 9<sup>th</sup> June 2023

The Employability Support worker is funded by the Investing in Communities Fund (IiCF). The IiCF has facilitated the creation of a Dunbar Skills Partnership that brings together employers, traders and support and training organisations in Dunbar. Together we will create and offer aspirational training and apprenticeship opportunities that will lead to a fairer and more resilient community for all.

This role will focus on working with members of the community to improve their life chances, enabling them to improve life/work skills, to secure employment and achieve a sustainable household income.

**Key tasks involved in the role:**

- Develop clients' digital skills using established frameworks
- Liaise with Partner agencies to secure literacy and numeracy support for clients
- Provide budgeting support (CMA) Training, using budgeting templates Work closely with support workers to maintain and develop relationships with employers across the community
- Conduct assessments of client needs and strengths and provide employment-related support.
- Help clients develop job search strategies, create CVs, and prepare for job interviews
- Provide training on job search skills and employment-related topics to clients.
- Facilitate group sessions and workshops on job search skills and employment-related topics
- Maintain accurate and up-to-date records of client interactions and progress.
- To work closely with other members of the Dunbar Skills Partnership to identify and promote local opportunities for training and employment
- To provide other support-related work as required by The Ridge

**Competencies:**

- Interpersonal skills: Excellent communication skills to establish trust and build relationships with clients. Must be able to listen actively, ask questions, and provide feedback effectively.
- Empathy: To understand the challenges that clients may face during their job search.
- Time management: Must be able to manage your time effectively to meet the needs of multiple clients.
- Organisational skills: Must be highly organised and detail-oriented to keep accurate records and maintain client files.
- Knowledge of job search techniques: Should have a strong understanding of current job search techniques, such as networking, online job boards, and local labour market.
- Cultural competence: Should be able to provide support that is sensitive to the client's cultural background.
- Flexibility: Should be flexible and adaptable to meet the changing needs of clients. You should be able to adjust your approach to support clients with different backgrounds, experiences, and needs.
- Microsoft office 365 and Google workspace skills

Please apply in writing to: [margaret@the-ridge.org.uk](mailto:margaret@the-ridge.org.uk) (Tel: 07792609115) with CV and covering letter.

**Company:** The Ridge

**Location:** Dunbar

**Role:** Administrator

**Hours:** Full-time (35 hours per week)

**Salary:** £23,000 per year

**Closing date:** Friday 16<sup>th</sup> June 2023

The Ridge is a Dunbar-based charity that has a focus on training and support. We support local people, to address impacts of poverty, social disadvantage/isolation, mental ill health and substance use. We facilitate this through various projects and opportunities. We have a wholly-owned trading subsidiary, The Ridge Foundations CIC, a construction company that offers Modern Apprenticeships in Joinery and Stonemasonry.

**Key Responsibilities:**

- Providing administrative support to the Senior Management Team
- Manage correspondence and answer emails and telephone calls from stakeholders, partners and supporters
- Coordinate meetings, arrange agendas, book venues, collate relevant papers and prepare minutes of the meetings within agreed timescales
- Support fundraising activities, including donor databases and sending acknowledgement letters
- Filing/archiving of documents
- Manage external bookings of Ridge rooms
- Update and maintain inventories eg keys, IT, other equipment
- Liaison with suppliers and sub-contractors as required by SMT only, including Ridge site servicing
- Adherence to Ridge policies and procedures at all times, in particular as regards confidentiality and data protection
- PVG and Disclosure Scotland administration and record keeping
- Update social media and website posts as supplied by Team leads
- Maintain membership database and send out monthly newsletter
- SQA administrative support

**Skills and Qualifications:**

- A strong administrative background with experience in a similar role, preferably in the charity sector
- Excellent organisational and time-management skills, with the ability to multitask and prioritise
- Flexibility and willingness to adapt to meet the administrative needs of an evolving organisation
- Attention to detail and accuracy in record-keeping
- Strong interpersonal skills and the ability to work effectively with a range of stakeholders, including staff, volunteers, partners, and supporters
- Proficiency in using office software and experience working with databases
- Understanding of and ability to observe absolute confidentiality
- A commitment to the values and mission of The Ridge

Please apply in writing to:

[margaret@the-ridge.org.uk](mailto:margaret@the-ridge.org.uk) (Tel: 07792609115) enclosing a CV and cover letter.

**Company:** The Ridge

**Hours:** Full-time (35 hours per week)

**Location:** Dunbar

**Salary:** £25,113 per year (3 years to June 2026)

**Role:** Employability Support Worker

The Employability Support worker is funded by the Investing in Communities Fund (IiCF). The IiCF has facilitated the creation of a Dunbar Skills Partnership that brings together employers, traders and support and training organisations in Dunbar. Together they will create and offer aspirational training and apprenticeship opportunities that will lead to a fairer and more resilient community for all.

This role will focus on working with members of the community to improve their life chances, enabling them to improve life/work skills, to secure employment and achieve a sustainable household income.

**Job Requirements:**

- To provide 1 to 1 support work with a consistent focus on employability and employment outcomes
- To create individual holistic support plans which focus on employability but also include social, therapeutic and practical support
- To support clients towards training, work experience, volunteering and employment to help them secure a sustainable household income
- To support the client to access volunteer and work experience positions locally
- To support clients to identify their areas of interest and aptitude
- To carry out client referral procedures and processing
- To build relationships with local employers to provide work placements
- To provide in-work support to individuals
- To document the individual's journey using support team systems and monitoring
- To carry out admin and filing as required
- To work closely with other members of the Dunbar Skills Partnership to create and drive opportunities locally
- To provide services in accordance with the Ridge SCIO policies and procedures
- To represent The Ridge with external partners as required by the Support Team Manager
- To provide other support related work as required by The Ridge

**Competencies:**

- Empathy and the ability to build relationships with people from diverse backgrounds
- Excellent communication skills, both verbal and written
- Patience and resilience
- Organisational skills and attention to detail
- An ability to work independently and as part of a team
- Flexibility and adaptability
- An understanding of mental health issues, disabilities and other complex needs
- A commitment to providing high-quality care
- Excellent time management
- Digital literacy: Office 365 and Google Workspace

Please apply in writing to: [margaret@the-ridge.org.uk](mailto:margaret@the-ridge.org.uk) (Tel: 07792609115) with CV and covering letter.

For all vacancies within East Lothian Council visit: [Jobs | East Lothian Council | myjobscotland](#)

**Contact:**

East Lothian Works, 9-11 Lodge Street, Haddington EH41 3DX

Tel: 01620 827262

Email: [ELworks@eastlothian.gov.uk](mailto:ELworks@eastlothian.gov.uk)

