

KEY WORKER INFORMATION PACK



The Larder West Lothian
Registered Charity SC042554
Company Number SC404466
www.thelarder.org



**Fighting Poverty and Hunger
with Dignity.**

**We recognise that education is
critical and food is empowering
in supporting disadvantaged
people to transition from
surviving to thriving.**

**We solve tomorrow's problems,
today.**

ABOUT THE LARDER

The Larder is committed to creating a more equal and just Scotland through the alternative economic model of social enterprise and calling for a Scotland without poverty, where everyone has the opportunity to achieve their full potential and the right to food is enshrined in Scots law.

We are a social enterprise that combats poverty and hunger, through 4 key strands:



01. TRAINING

for young people and adults who experience complex and multiple barriers to reaching their full potential.



02. SOCIAL FOOD

providing dignified responses to food insecurity and making sure no-one in West Lothian goes hungry



03. ENTERPRISE

projects that create solutions to social problems, improving life chances, the creation of living wage jobs and generating surplus to support the charitable aims of the organisation.



04. CAMPAIGNING

working with other charities to call on Governments for systemic changes that will eradicate poverty in Scotland .

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It is our mission to empower the most disadvantaged children, young people, adults and communities to improve their life chances, through access to learning and good food.

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MISSION

OUR VALUES

We live and breathe the values of Transformation, Compassion, Collaboration, Honesty and Quality, embedding these into every aspect of our organisation.



TRANSFORMATION

We believe in the power of learning and food to create change for individuals



COMPASSION

We make every effort to understand the feelings and emotions of every one of our beneficiaries.



COLLABORATION

We recognise the importance of working with others to achieve change



HONESTY

We act with honesty in leadership, decision making, policies and practice



QUALITY

We provide high quality services supporting those most vulnerable in society.

ROLE PROFILE

Job Title:	Key Worker
Reports To:	Chief Executive Officer
Contract:	Fixed term to 30th April 2027
Hours:	22.5 hours per week (days and times tbc and negotiable)
Salary:	£31,520.38 per annum pro rata
Location:	Based at Kirkton House, 1 Allen Road, Livingston EH54 6TQ with travel across West Lothian

Closing & Interview Date:

Applications will be reviewed as they are received, with suitable candidates invited to interview by email. Interview questions will be provided in advance. The post will remain open until a suitable candidate is appointed.

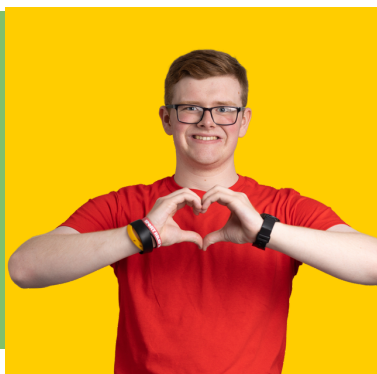
We reserve the right to close this vacancy early if a suitable candidate is appointed.

About The Larder

The Larder West Lothian is a values-driven social enterprise and charity tackling poverty and inequality by empowering people through learning, skills development, and meaningful opportunities. Our human-rights-based approach recognises that every learner has the right to high-quality support, dignity, respect and the opportunity to realise their potential.

We deliver strengths-based, needs-led learning, youth work and employability programmes in our Livingston training academies, schools and community settings. We support learners to build confidence, overcome barriers and progress into education, training, volunteering, employment and other positive destinations.

Joining The Larder means being part of a passionate, values-led team committed to innovation, social impact, and creating learning environments where everyone can succeed – regardless of their background.



JOB DESCRIPTION

Role Profile

The Key Worker will provide consistent, relationship-based support to young people aged 16-19 participating in The Larder's STEP IN Personal Skills Development Programme across West Lothian.

The role will focus on engaging young people who are unemployed, economically inactive, disengaged from services, or facing barriers to learning, training and employment.

The Key Worker will build trusted relationships, provide practical and emotional support, agree individual action plans, coordinate wider support where needed, and help young people progress towards confidence, wellbeing, qualifications, volunteering, training, further education or other positive destinations.

As part of The Larder team, you will have the following key responsibilities.

Engagement and Relationship-Based Support

- Identify, recruit and engage eligible young people through referral pathways, partner networks and outreach across West Lothian.
- Make initial contact in ways that feel accessible and appropriate for the young person, including telephone, text, email, digital platforms or trusted intermediaries.
- Arrange informal introductions in safe and comfortable settings, including The Larder premises, schools, community venues, partner locations or other appropriate places.
- Build trusted, respectful and boundaried relationships using trauma-informed, strengths-based and human rights-based practice.
- Work with young people at a pace that reflects their readiness, confidence, wellbeing, learning preferences and individual circumstances.
- Involve parents, carers, family members or trusted adults where appropriate and with the young person's consent.

Assessment, Action Planning and Progression

- Complete needs-led assessments and co-produce individual action plans with each young person.
- Support young people to identify strengths, aspirations, barriers, support needs, goals and practical next steps.
- Review progress regularly and adapt support to reflect changing needs, confidence, wellbeing and goals.
- Support young people to build confidence, routine, wellbeing, life skills, communication, teamwork, problem solving, self-travel and employability skills.
- Coordinate access to appropriate activities, including practical learning, cookery, creative learning, wellbeing sessions, volunteering tasters, short work tasters, community participation and qualifications.

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- Plan progression from the outset, supporting realistic next steps such as volunteering, Stage 1 or Stage 2 training, further education, college transitions or other positive destinations.

Retention, Barrier Removal and Wider Support

- Maintain regular contact to support participation, reduce drop-out and respond quickly to emerging barriers.
- Provide flexible support around issues such as anxiety, social isolation, interrupted education, additional support needs, neurodiversity, literacy, numeracy, caring responsibilities, transport, family circumstances or previous negative experiences of services.
- Support young people to access wider help where needed, including financial advice, anti-poverty services, specialist support, mental health services or employability partners.
- Use re-engagement approaches where participation reduces, ensuring young people are not written off because of missed appointments or changing circumstances.
- Provide warm handovers to named contacts, including supported visits, transition planning and follow-up support where needed.

Partnership Working

- Work collaboratively with schools, Skills Development Scotland, CLD Youth Services, West Lothian Council Employability Services, DWP, Youth Justice, Supported Employment, Additional Support Needs services and third-sector partners.
- Build effective relationships with referral agencies and community partners to support recruitment, joint planning and progression.
- Share information appropriately, securely and with consent to avoid duplication and ensure joined-up support.
- Contribute to review meetings, partner discussions and case coordination where required.
- Support progression through The Larder programmes and wider partner routes including training providers, employers, colleges, volunteering organisations and community services.

Monitoring, Recording and Reporting

- Maintain accurate, timely and secure participant records, including referrals, eligibility, engagement, attendance, action plans, reviews, outcomes, progressions, warm handovers and aftercare.
- Use agreed systems including Helix, SharePoint, Microsoft Forms and internal monitoring tools as required.
- Evidence progress and distance travelled using agreed tools such as needs-led assessments, action plan reviews, Outcome Star, feedback, case studies and progress records.
- Contribute to performance monitoring, case reviews, team meetings, contract monitoring and reporting requirements.
- Support the collection of qualitative and quantitative evidence of impact, including participant feedback, achievements, outcomes and learning for continuous improvement.

Staff Benefits:

- 29 days leave (inclusive of public holidays) pro rata for PT roles
- 2 Health and Wellbeing days each year
- Company pension contribution of 3%
- Company sick pay scheme
- Opportunities to shape the future work of the organisation
- Access to company health and well being support
- Commitment to continued professional development

Role Details

- PVG will be required for the role
- Full UK driving licence and willingness to use own vehicle for work travel when required

To apply for the post, please send a tailored CV and covering letter to the post to recruitment@thelarder.org

The covering letter should be no more than one A4 side and should set out why you want to work with The Larder, expanding on the specific skills that you would bring to the post and how they connect with our values.

Please note the temporary basis of this position above.

Requirements	Essential	Desirable	Method Of Assessment
Knowledge and Experience	• Experience of supporting young people who face barriers to learning, training, employment or wellbeing using a youth work approach. • Understanding of trauma-informed, strengths-based, person-centred and rights-based practice	• Knowledge of local West Lothian referral pathways • Experience of using outcome measurement tools, participant feedback, case studies or distance travelled frameworks. • Experience of outreach, engagement, mentoring, action planning, key work or one-to-one support.	CV and Interview
Skills & Abilities	• Ability to build trusted, respectful relationships with young people who may have low confidence or low trust in services. • Strong communication skills, including the ability to adapt communication to different needs, preferences, literacy levels and confidence levels. • Ability to work collaboratively with families, carers, referral partners and wider services. • Good organisational skills, including the ability to manage a caseload, maintain accurate records and meet reporting deadlines. • Confidence using Microsoft Office and digital systems, with willingness to use Helix and other monitoring systems.	• Ability to work flexibly across community settings, partner venues and organisational premises.	Interview

Requirements	Essential	Desirable	Method Of Assessment
Personal Attributes & Values	• Commitment to The Larder's values of Transformation, Compassion, Collaboration, Honesty and Quality. • Commitment to equality, inclusion, safeguarding, confidentiality and data protection. • Professional, reliable and reflective, with a willingness to engage in supervision and CPD.		Interview

Values and Approach

The postholder will work in a way that reflects The Larder's commitment to dignity, inclusion, participation, empowerment and non-discrimination. The Key Worker will recognise young people as rights-holders with strengths, aspirations and potential, and will ensure support is flexible, compassionate, respectful and responsive to each young person's lived experience, preferences and pace.

Other Requirements

- Ability to travel across West Lothian and work from a range of venues according to participant need.
- Flexibility to support outreach, community-based delivery and occasional activities outside standard office-based settings.
- Commitment to safeguarding young people and following organisational policies and procedures.
- Willingness to undertake relevant training, supervision and continuous professional development.

THE LARDER

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