

Our PEOPLE *and careers*



Our Learning and Development Proposition

OUR ACCOLADES





KINGDOM Group

OUR ORGANISATION

Kingdom Housing Association, formed in 1979, is a Registered Social Landlord with charitable status and is the parent company of the Kingdom Group. It is currently the largest developing housing association in Fife.

We are based in Fife and work across East Central Scotland, providing housing to meet a wide range of needs. Over the years, we have developed over 6000 affordable homes and continue to follow an ambitious development programme. The majority of our properties are for social rent; however we also provide Mid Market Rented (MMR) Housing, shared ownership and factoring services.

We are also involved in a number of initiatives which go beyond the mainstream housing provision, in support of our mission 'More than a home'. These include:

- Managing the Fife Care and Repair and Small Repairs Service.
- Kingdom Works, which provides employment and training initiatives.
- Energy and sustainability projects.

Through our Community Initiatives programme, we also work with a number of partners, including schools and colleges helping to deliver community benefits.

OUR VALUES

CUSTOMER

We believe every action and decision we take should provide the best possible journey and outcome for the individual, organisations and groups we provide a service to, both internal and external.

ACCOUNTABLE

We believe we are responsible for our actions and our decisions and embrace that responsibility.

RESPECT

We believe that different views and beliefs from our own are valid, important and valuable.

EFFICIENT

We believe that continuous improvements to our ways of working is essential to achieving our objectives.

SUPPORTIVE

We believe that supporting our colleagues across Kingdom's businesses is key to achieving our aims and makes work a better place.

OUR PEOPLE

- *At Kingdom we hire for attitude and train for skill*
- *We are an inclusive workplace where all our colleagues are valued*
- *All colleagues have the opportunity to reach their full potential*
- *We leverage the skills of our colleagues to positively impact the communities we work and live in*
- *We firmly believe our people are our greatest asset.*
- *Having an engaged workforce is the key to our success.*
- *We keep our customers at the heart of everything we do.*



ANDREW LATTO, HR DIRECTOR



"A key part of our ongoing journey into becoming an employer of choice is to ensure we are properly investing in our people and development."

"We've built a really good foundation for employee development, performance management and succession planning."

"The Kingdom Academy gives us a structure for learning and development."

Listen to Andrew in full...



Here from your
smartphone

Here if you're online

OUR LEARNING PROPOSITION

- The Kingdom Academy
- Graduate Traineeships
- Trades Apprenticeships
- Graduate Apprenticeships
- Traineeships
- Career Pathfinder
- Management Development Programme
- Our Young People
- CR Smith Handpicked
- Kingdom Works
- Career Ready
- Further Development Partners

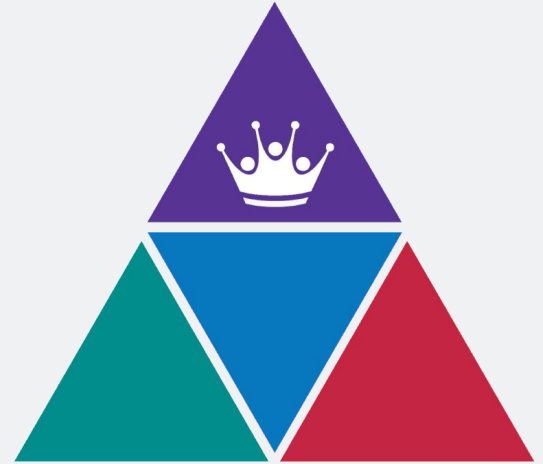


hand picked
from CR Smith



Kingdom ACADEMY

Achieve Your Potential



"The purpose of the Kingdom Academy is to provide a framework and structure that will promote, facilitate and enable learning and development both internal and external"

"Kingdom Academy will help people to build their capacity and achieve their potential"

"Why don't you start your journey today to achieve your potential"

***Hear more about The Kingdom Academy from
Bill Banks, CEO***



Here if you're online



Here from your
smartphone



To the Academy

My Induction



This page is packed full of really useful information and it's here for you to refer to any time whether you are a brand new employee with Kingdom or you are returning to work after a long break.

- Buddy programme
- Corporate & Departmental Induction
- Naumann Initiatives
- E-Learning Modules
- Probationary Periods

In this section, you will find everything you will need to plan and prepare your career journey at Kingdom. From understanding succession planning and talent management to having great career conversations with your manager. This section also explains how you can feed in any ideas you have to our Employee Forum and help shape future Staff Conferences which in turn will allow you to play a part in the development of our strategic objectives.

- Engagement and motivation
- Your Career
- Preparing for a new role
- Talent Management

My Future



Living Our Values



At Kingdom it's important for all of us to live our CARES values. This section will explain our CARES values in detail and showcase some of our colleagues who have been recognised for truly living our CARES values.

- CARES Values
- Employee Recognition: Nominations and Winners
- Tell us what you think
- Health and Wellbeing

My Development is packed with information how about 'How You Will Learn'

The 70:20:10 model for learning and development was pioneered by McCall, Lombardo and Eichinger and it emphasised that learning happens:

- 70% from on the job learning
- 20% from people (mentoring, shadowing, observing)
- 10% from courses and or classroom training

By always striving to make learning memorable and engaging, we could apply the framework and create a fun experience for the employee regardless of the content or target audience.

- How you will learn
- My Learning journey and styles
- Mentoring and coaching and Job Shadowing
- Formal Training Programmes
- Learning Opportunities

My Development





**EILIDH MACDONALD
TRAINED AS A HOUSING GRADUATE TRAINEE**



**APPOINTED AS A
TENANT
PARTICIPATION
OFFICER JULY '22!**

"I joined Kingdom directly after graduating with a degree in History and Religious Studies of all things. Prior to this, I had worked as a Tour Guide with Historic Environment Scotland and as a Post Office Counter Clerk in Glasgow. While I enjoyed these roles, I knew that when I graduated I wanted to move into the social sector. This was driven by a want to help others and especially those in disadvantaged situations. Having had family members work in housing, I therefore knew that a career in this area would allow me to fulfil these ambitions; leading me to apply to the Housing Graduate Traineeship.

I was particularly attracted to this traineeship for a couple of other reasons too. For one, growing up in Fife, I was aware of Kingdom's good reputation and especially liked the fact that it would allow me to contribute to local communities. Secondly, I valued the wider professional development opportunities the role offered. As well as learning about how a housing association operates, I was encouraged to see that I would also complete external placements to help understand the broader housing sector. The fact that I would be doing this while completing a Postgraduate Diploma in Housing Studies was an added bonus too.

Besides the obvious learning and development benefits, I am grateful for the variety of opportunities the traineeship has offered me. Without being too cliché, no day is the same and I can go from helping to write a policy to assessing housing applications to running tenant events. In particular however, I enjoy the opportunities to work directly with customers and see the positive impact you can have on their lives."

**GRANT McMANUS
TRAINED AS A CAPITAL INVESTMENT GRADUATE TRAINEE**

"Prior to joining Kingdom, I studied Applied Social Sciences at Robert Gordon University in Aberdeen. This degree programme centred around psychology and sociology, but also delved into topics such as housing regeneration, and this is perhaps where my initial interest in the sector emerged. Throughout my studies I had a number of part-time jobs, and after graduating I briefly worked as a Customer Services Assistant at Wellsgreen Golf Range whilst I sought a graduate position. I have now been employed at Kingdom for a little under two years, and am really enjoying my time so far.

For me, I wanted a graduate role that offered two things in particular; the opportunity to explore all areas of an organisation, and the opportunity to embark on further studies relevant to the role. From the initial job advertisement it was evident that Kingdom's graduate programme offered both these learning opportunities.

Firstly, the programme offered a mixture of internal and external placements designed to allow the graduate to explore the wider sector, an opportunity which was crucial given relative inexperience. Secondly, the programme also supported the completion of a PGdip in Housing Studies at the University of Stirling. I saw this as a great opportunity to immediately apply my learning to enable me to make more meaningful contributions within the organisation."



**APPOINTED AS A
SENIOR PROJECT
OFFICER JULY '22!**

GRADUATE TRAINEESHIPS

The purpose of the Graduate Trainee Programme is to develop recently qualified Graduates by supporting them through a 3 year rotational journey within Kingdom Housing Association. This programme will enhance Kingdom's skill base and give the Graduate Trainees the opportunity to learn and develop as they move around key departments of Kingdom. At the end of the three year traineeship it is envisaged the Graduate Trainee would have gained sufficient experience to become a senior member of staff within their home department.

QUALIFICATIONS AND ELIGIBILITY

To be eligible for our graduate programme, you must be a graduate and possess a minimum of a 2:2 degree in a relevant subject and have the desire and commitment to pursue a career in the target role. These roles are open to internal and external applicants.

PROGRAMME ELEMENTS

The graduate trainee will work with senior employees and may be asked to do research work for KHA. The graduate will be required to undertake assessments at the end of each placement to evaluate their competence of the different departments they will be working in and will be required to work on specific projects during their traineeship that will add value to the KHA business.

The graduate trainee will be required to undertake a relevant qualification at University of Stirling during their 3 year programme.

YOUR TRAINING PROGRAMME

A 3 year programme, working across the organisation including rotations into key areas of Kingdom to ensure you will have an extensive working knowledge of the organisation by the end of the programme.

Your base department in either Development or Housing where you will spend most of your time with short rotations in Finance, Chief Executive Department, HR and other key areas.

Alongside your placements, we will enrol you on to a Postgraduate qualification which is likely to be MSc/PG Diploma Housing Studies at the University of Stirling.

On the successful completion of your Graduate Trainee Programme we would always endeavour to continue your employment with us, however in the event that there is not a suitable role with us we will commit to having you career ready to allow you to take the next step in your career journey.



**Graduates
appointed into role!**

APPRENTICESHIPS . SCOT

From Skills Development Scotland

RYAN LAWSON - JOINED AS AN APPRENTICE JOINER



"I wanted to join a big organisation such as Kingdom as I will learn from great tradesmen and be part of a huge team. Working for a reputable company has lots of benefits such as they put you through college to get the qualifications required to be a time served fully qualified joiner. I have also been well looked after joining a team like Kingdom from workwear to tools and being welcomed by everyone. What is great about working as an apprentice is you are earning a decent salary to learn off your journeyman and fellow colleagues and gaining a SVQ level 6 in carpentry and joinery that your lecturers help you achieve over a course of 4 years. This will help you pursue a time served qualified job role in the future or right away once achieving the qualifications.

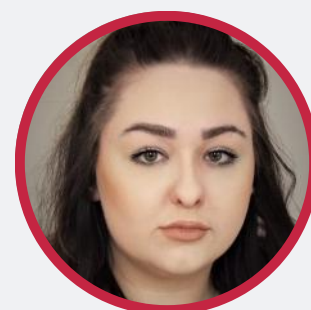
I have received lots of support being an apprentice mainly from my journeyman and other colleagues as well as Human Resources and the staff in the managerial role. I have also received help from Skills Development Scotland and lecturers telling me about the qualification I will receive and the work I will be taking part in. This helped me to know what's ahead for the future."

ERIN DUFFY - TRAINED AS AN APPRENTICE PAINTER

"I was a tenant before I started working so I already had an idea of how much of a reputable company Kingdom was. Once I had left college I was looking for a good and reliable company to work for so I could complete my four year apprenticeship and had heard about good experiences of working at Kingdom.

From a young age I had always been interested in art at some way and always knew I wanted a hands on, physical job. During school my favourite subject was woodwork so I then decided to study construction at college, during this time I had been able to have a go at joinery, bricklaying, plumbing and painting and decorating, I then decided painting and decorating is what I enjoyed the most and knew that is what I what I wanted to pursue a career in.

Being an apprentice is great as I'm still learning everyday while working towards my qualification. It also means I can still attend college to learn things related to scaffolding, colours and technical drawing which I may never have learned had I not received this opportunity. I receive support from my co-workers and also have progress reviews every three months from my college reviewer"



**APPOINTED AS
A PAINTER
JULY '21!**

TRADES APPRENTICESHIPS

A modern apprenticeship is a system for training a new generation of practitioners of a trade or profession with on-the-job training and some accompanying study (classroom work and reading).

You will enter a four-year Modern Apprenticeship and achieve your SCQF qualification appropriate for the chosen trade.

You will attend college in weekly blocks and your journeyman will support you every step of the way along with the experienced operatives that you can go to for help and advice.

QUALIFICATIONS, ELIGIBILITY, THE PROGRAMME

- These apprenticeships are available to both internal and external candidates.
- Age 16 -24 - who are not in full-time education are fully funded.
- 24 and over-contribution may be requested.
- Practical experience attained at school
- Work Experience
- Genuine interest in trade skills e.g. DIY at home
- Ability to organise own workload
- Displays genuine interest in chosen trade
- Displays positive attitude and customer Focussed

You will earn a salary while in training and have no training costs.

You will undertake work with a fully qualified tradesperson carrying out day to day housing repairs and maintenance together with other repairs.

Trades Available:
JOINERY
PLUMBING
PAINTER AND DECORATOR
ELECTRICIAN

Whilst there is no guarantee of a permanent job with us at the end of the apprenticeship, we think you'll be in a great position to take the next step in your career.



**Apprentices
appointed into role!**

APPRENTICESHIPS . SCOT

From Skills Development Scotland

MIKE HARGREAVES REPAIRS SERVICES TEAM LEADER



I have been with Kingdom Housing for 16 years now, where I started as a joiner. Five years ago the opportunity came along to temporarily come off the tools and look after the stores due to the stores person being long term sick. I was hesitant in doing this at first as I had no ambition to be in the office at all. I did this for around six months and really enjoyed it and I made it my own.

The position was made permanent and this developed to be a part of the maintenance team. This opened another door for me being part Maintenance Officer and part Stores Person. This is when I did a HNC in construction Management, once I completed this course, I went straight into a HND in Construction Management and I was appointed as The Repairs Team Leader.

Doing these courses coincided with the progress in my career. Being supported by Kingdom throughout the process has inspired me to continue into the Post Graduate Apprenticeship in Construction Management.

This apprenticeship may open up new doors for me in the future but if not I will have furthered my knowledge and experience which can only be a bonus. Without the support of Kingdom, none of this wouldn't have been possible."

KIRSTY STOTT SENIOR TECHNICAL SERVICES OFFICER

"I had left school not knowing what I was wanting to do as a career or job. I went to college to do civil engineering as it was a course that interested me and linked to a class I did at school. While undertaking the course I realised that I liked learning about buildings, the make up of how to build a house and what services are required to make it habitable.

I had a few friends already working in Kingdom and when the Technical Services Traineeship came up, I knew it would be a great place to work with lots of opportunities to learn.

Once I completed my HNC Quantity Surveying course and my traineeship was coming to an end a further opportunity arose to allow me to get a Degree in Construction and the Built Environment.

As a full-time employee, it was not common for day release to be approved but with support from my Manager and Director this was agreed and is providing me with more knowledge and experience to incorporate into my role."



**APPOINTED AS A
SENIOR TECHNICAL
SERVICES OFFICER JUNE
'22 AFTER ROLES AS A
TRAINEE AND ASSET
OFFICER**

GRADUATE APPRENTICESHIPS

Graduate Apprenticeships provide work-based learning opportunities up to Master's degree level for new and existing employees. The Apprenticeships combine academic knowledge with skills development to enable participants to become more effective and productive in the workplace.

Graduate Apprenticeship is a win-win. It gives you tremendous exposure in terms of the application of theory. You will be working hands-on in premier establishments, where otherwise you will not be allowed into.

A Graduate Apprenticeship helps you build the skills and knowledge that Scottish industries need. You'll work, get paid, and achieve a degree – even up to masters level.

You'll spend most of your time learning on the job, but will also be a student at a university or college.

QUALIFICATIONS AND ELIGIBILITY

Graduate Apprenticeships are available to both new and existing employees

In order to apply, you must be resident in Scotland before you start your Graduate Apprenticeship. The premises you work in must also be located in Scotland. As part of your application, you'll have to show that you have the right to live and work in Scotland.

There's no upper age limit on Graduate Apprenticeship. You can apply if you're 16 or over. Some vacancies might be for ages 18 and over, because of health and safety requirements. There will be some criterias in terms of the qualifications required, these are normally in line with what you would expect if applying directly to the University.

YOUR TRAINING PROGRAMME

Designed by and for industry. What you learn is relevant and right for your role.

You'll be putting your learning into practice right away, problem solving and real-world projects. Your work counts towards gaining your qualification, so you could gain your degree faster.

You'll be in a paid job, gaining a qualification with a respected University or College

Even if you've already done a degree with SAAS funding, you could still do a GA – if it's a higher level of qualification in the same subject or a career change to something new. So, if you're looking to learn while you work this could be the perfect opportunity.

100%

Graduates
appointed into role!

FERN BARCLAY - HEALTH AND SAFETY ADVISOR



I started as a Health and Safety Trainee in August 2019. My key responsibilities and tasks involved; management of our health and safety management system, ensuring our non-domestic premises meet their statutory requirements, providing advice and support to employees on health and safety related matters such as assisting to develop risk assessments, deliver organisational induction training and other health and safety training, attend site visits, conduct health and safety inspections, prepare health and safety audits, as well as a health and safety administration and reactive work as well.

In my role I have been recognised as a RoSPA (Royal Society for the Prevention of Accidents) COVID Workplace Champion, achieved the IOSH (Institution of Occupational Safety and Health) Managing Safely certificate, my NEBOSH (National Examination Board for Occupational Safety and Health) General Certificate, and I am currently studying towards my NEBOSH Diploma.

The opportunity to change career into something new was very appealing to me and I had never really seen a job vacancy like it. I had an interest in health and safety due to the risk management aspect of my previous job and also some knowledge of it from studying at university and the chance to gain further qualifications and work at the same time made the programme a great option for me.

I like that there are lots of opportunities for development so you can see how you are doing throughout the traineeship. I also like how you are not seen as "just a trainee" and are given proper projects and can see your contribution to the business. For example, I can see the impact of the work I have done throughout the pandemic - such as risk assessments, implementation of safe systems of work and sourcing PPE, and developing best practice for working from home - through positive feedback from employees. This year I have been shortlisted for 'Apprentice Of The Year!'

SOPHIE HIGGINSON KINGDOM WORKS TRAINEE

"I work in the Kingdom Works Department as a trainee project assistant. I started working with kingdom on the 12th of August 2019. My main responsibilities are to register clients, book training for them if needed and support them back into employment. I manage the client satisfaction survey results by pulling the end of month reports and circulating this information to my colleagues and managers. I also manage the Kingdom Works Facebook page by posting regular updates about what KW is doing and I monitor any incoming messages that we receive from individuals inquiring about our services.

The traineeship attracted me because it was an opportunity to learn and gain new skills and experience. I was also attracted to my job role as Kingdom is big on their CARES values which I also value.

I like helping people to overcome the barriers they may face when trying to find a job and supporting them back into employment. I also enjoy learning and I am working towards an SVQ level 3 in business and administration."



TRAINEESHIPS

Our Trainee Programme is 3 years long and you'll train through a mixture of work-based and college-based learning, gaining formal qualifications and valuable work experience in your chosen field. You will be expected to undertake a continual work assessment whilst attending further education to gain your qualification.

You will complete a 3 year programme following a structured training plan that will give you the necessary skills for your target role. A mentor will support you for the entirety of your programme however you should be driven and motivated to achieve your learning outcomes.

The programme supports our desire to provide training and employment opportunities across a range of professions and areas of work for younger people. The trainee programme has helped allow us to build our own talent pool and through investing in younger people we are helping to develop our future leaders.

YOUNG PEOPLE TRAINEESHIPS

To be considered for a traineeship, you must be aged 16 to 24 and have achieved or expected to achieve a minimum of five National 5's (or equivalent) at grade C or above including English and Maths. You should have a genuine interest in developing a career in your target role and have the ability to work as part of a team.

NEW CAREER TRAINEESHIPS

There is no upper age limit to anyone applying for one of our new career traineeships, however it broadly follows the same structure as our other trainee programme. This gives individuals a fantastic opportunity to make a change in their career and train in a different field while gaining a formal qualification that will support them to progress to the next level. The qualification criteria may differ for the New Career Trainee Programme depending on the role.

I liked being given time and support to study whilst learning and gaining experience within your team/role (eg; having a 'study day' per week) - **Abi Fox-Donnelly - Lead Housing Officer**

"I like the fact that I am actively encouraged to be better and have the opportunity to further develop myself within the role (in the form of a CIPD college course)" - **Liam Woods - HR Trainee**



KINGDOM
Group

Whilst there is no guarantee of a permanent job with us at the end of the traineeship, we think you'll be in a great position to take the next step in your career.



**Trainees appointed
into role!**

CAREER PATHFINDER

Our Career Pathfinder programme gives individuals the unique opportunity to work and learn across several key areas of the business. You gain experience in each area before returning to your preferred business area and focussing the remainder of your programme there. You will also be expected to undertake a continual work assessment whilst attending further education to gain an appropriate qualification.

QUALIFICATIONS AND ELIGIBILITY

The programme is 3 years long and during this time you will complete a formal qualification that compliments your training. There is no upper age limit but you should have achieved or expected to achieve a minimum of five National 5's (or equivalent) at grade C or above including English and Maths.

PROGRAMME ELEMENTS

This programme gives individuals a fantastic opportunity to make a change in their career and gain a wealth of experience across the organisation. A mentor will support you for the entirety of your programme however you should be driven and motivated to achieve your learning outcomes. Whilst there is no guarantee of a permanent job with us at the end of the traineeship, we think you'll be in a great position to take the next step in your career.

NAUMANN INITIATIVE

Named after Laurie Naumann, a founding board member and current vice-chair of Kingdom Housing Association, the initiative aims to break the circle of homelessness and unemployment by simultaneously giving a homeless person a job, a home and support with any complex needs or barriers to sustaining their tenancy.

Anyone who applies for a position through the Naumann Initiative and is not successful will be directed to our team at Kingdom Works who will provide them with the help they need to secure employment.

MARK McCORMACK - PATHFINDER TRAINEE

"At a real crisis point in my life I was fortunate to land a role of Career Pathfinder through the Naumann Initiative. It's a unique role within Kingdom Housing Association, which allows me to work in all departments. The knowledge and insight gained here will be invaluable moving forward.

As part of the Naumann Initiative I was also given a much needed safe place to stay. With the tenancy and new job offer the Naumann Initiative removed all barriers that were keeping me down. I am truly grateful for a life changing opportunity.

I heard a saying that struck me the other day "dinnae let anybody steal yer peace" Life's circumstances took away my peace, the Naumann Initiative restored it."



MANAGEMENT DEVELOPMENT PROGRAMME

The Management Development Programme has 3 Pillars and will be bespoke training depending on level of knowledge and experience and in discussion with the relevant Line Manager.

1. Future Managers (Stepping up to Management)

Those who have been identified as managers in the future but currently have no management responsibilities or managerial experience. Aim – to develop the general management skills of the individual to better prepare them for moving into a line management role in the future.

2. New to Role Managers (Stepping into Management)

Those who are new to role supervisors, team leaders or first line managers or about to move into one of these roles with little or no managerial experience. Aim – to provide managers with the core skills and knowledge to operate as a line manager with Kingdom including our various policies, processes and procedures.

3. Existing Managers (Stepping forward with your Management Career)

Those who are in a supervisor or line manager role and would like further management development. Aim – to develop managers who already have the core skills under pillar 2 to improve their management skills and/or move into a leadership role.

- Firstly you will be required to complete a training needs analysis (TNA) with your manager and your HR Officer. The TNA will help you identify areas where you require or would benefit from training, coaching or support and will start to form your overall Management Development Programme which will be personal to you.
- Once you have identified and agreed the areas or topics you would like to develop you will discuss the interventions available to you for all the development possibilities within Kingdom's Learning Academy.
- You will agree to the length of your training programme (e.g. 12 / 18 months) with your manager and L&D officer and plan the specific activities whether they be training courses, shadowing or coaching etc to make sure this runs in parallel to your 'day' job.
- Your HR Officer will meet you on a regular basis to monitor your progress through your development programme and offer further interventions if required.

OUR YOUNG PEOPLE

Understanding Young People inside of our organisation is mission critical to ensure sustainable business success. Getting this right means we are attracting a talent pipeline with critical skills, developing and retaining future leaders, and leveraging the talents of Young People to propel our business further.

We're currently achieving Gold Investors in Young People Accreditation and are working toward meeting the eight criteria for a Platinum award in late 2022!



Visit This is Remarkable here:



Our dedicated Young Person Forum is made up of representatives from across all business areas aged between 16 and 24. The forum meets monthly, giving young people a voice to express their thoughts on issues that matter most to them.

The Forum engages our young people with our ongoing plans, while hearing their views and opinions on our activities making us more responsive to their needs whilst providing an opportunity to have their say and an input into wider issues that affect our young people.

We're proud to now be a recognised partner of Young Persons Guarantee a commitment to bring together employers, partners and young people.

The partnership aims to connect every 16 to 24 year old in Scotland to an opportunity. This could be a job, apprenticeship, further or higher education, training or volunteering. It could also be an enterprise opportunity.

Visit Young Persons Guarantee here:



CAREER READY SCOTLAND

We have supported Career Ready previously and have two interns starting in July to complete a four week placement.



Our two - year programme empowers young people in S5/S6 to kick-start their chosen career through a series of authentic workplace experiences and a network of support.

The only schools programme in Scotland, with the support of our employers and volunteers, to offer:

- A mentor from the world of work
- A 4 week paid internship
- A series of skills masterclasses
- Workplace visits

Visit Career Ready Scotland here:



HAND PICKED FOR SCHOOLS - CR SMITH

We will become involved in Handpicked for the first time this year. Members of the HR Team will be delivering the employability workshops to senior phase pupils at a Fife School from August 2022.

Hand Picked is a jobs programme that provides paid work placements, employ-ability courses and one - to - one mentoring for young people who want to work.

Hand Picked for Schools is a series of workshops that help teach pupils how to market and promote themselves effectively to an employer. Using expertly designed lesson plans, workbooks and teaching guides, these workshops are delivered by local employers in collaboration with teaching staff.

Covering:

- Job search
- CV writing
- interview skills

Learn more about Handpicked here:



The role of employers in delivering Hand Picked for Schools is pivotal to the transition from school to employment. By building knowledge and awareness of local jobs - and the kind of people in them - together we give school leavers the confidence to successfully compete on the jobs market.

"Our approach is simple: we bring young people together with employers to build their understanding of the workplace and job expectations. We give young people the knowledge and confidence they need to kick start their working lives." Gerard Eadie CBE, Chairman of CR Smith



KINGDOM WORKS

Kingdom Works is our employability project, hosted by Kingdom Housing Association. Based in Glenrothes from the Boston View Office on Boston Road, staff from the Kingdom Works Project support individuals from all over Fife into employment and training opportunities.

Clients will be offered tailored support to find suitable routes into employment and training, and the project offers careers information, advice and guidance.

We offer:

- CV Assistance and help with completing applications forms
- Interview skills preparation and Job matching
- Assistance to access funding to remove barriers to getting employment
- Organise and fund training courses
- Links with local employers to ensure our clients meet local demand.

As Kingdom Works is part of an extensive network of partners, they can direct to additional services and support.

Signposting you to specialist support including, Frontline Fife, Citizens Advice Fife, Clued Up, FVA and BRAG.



Recent campaigns:





CONSTRUCTION WORKS!

Kingdom Works supports unemployed people in Fife into training and employment.

Practical training includes...

- CSCS Health and Safety training and test (Card)
- Asbestos Awareness
- Abrasive Wheels
- Manual Handling
- Working at Heights

Working with our partners we offer a person centered approach and tailor our services to you.

Candidates must be unemployed and between 19 and 24.

Kingdom Works, Working For You

Construction is a major employer within Fife and can give you the skills to build a career.

On our Construction Works course you will be given the opportunity to learn:

- How to find work in Construction, including practical help.
- How to access practical work experience (optional).

- How to market your new skills and training to employers.

To take advantage of this training opportunity, scan the QR code below and register your interest or contact us by email, phone or Facebook.



Email kingdomworks@kha.scot
Phone **01592 631 991**
facebook.com/kingdomworksife







SECURITY WORKS!

Kingdom Works supports unemployed people in Fife into training and employment.

Practical training includes...

- Door Supervision Training (may include CCTV and Close Protection training)
- Emergency First Aid
- SIA Badge

Working with our partners we offer a person centered approach and tailor our services to you.

Candidates must be unemployed and aged between 19 and 24.

Kingdom Works, Working For You

Security is a major employer within Fife and can give you the skills to build a career.

On our Security Works course you will be given the opportunity to learn:

- How to find work in the Security industry, including practical help on finding work in Security.
- Support to help you market your new skills and training to employers.

- How to market your new skills and training to employers.

To take advantage of this training opportunity, scan the QR code below and register your interest or contact us by email, phone or Facebook.



Email kingdomworks@kha.scot
Phone **01592 631 991**
facebook.com/kingdomworksife





FURTHER DEVELOPMENT PARTNERS



We work with Heriot-Watt University for our Graduate Apprenticeships. Graduate Apprenticeships are opportunities for our existing employees, allowing them to gain new qualifications whilst remaining in paid employment. They will spend approximately 20% of their time at Heriot-Watt whilst they undertake their qualification.



We work with the CIPD for HR related qualifications, employee training and memberships. Our HR team attends the CIPD Annual Conference and participates in webinars and branch events.



We work with the CIH for various Housing-related qualifications, employee training and graduate placements. Some of our employees are members of the CIH and attend the annual conference. We've also won CIH Awards including Excellence in Leadership and Excellence in Professionalism.



The Chartered Management Institute provide management qualifications, professional memberships and training and research materials.



We work with SDS for support with Modern Apprenticeships, including funding. They also help us with recruitment, particularly with the recruitment of our trainees. We also work with SDS on Apprenticeship Week.



The Chartered Institute of Payroll Professionals (CIPP) is the Chartered Institute for payroll, pensions and reward professionals in the UK. With more than 9,500* individuals benefitting from the CIPP's membership benefits, support and education services, the Institute is dedicated to raising the profile of payroll in businesses across the UK and internationally.



We work with Fife College to source and deliver training through the Flexible Workforce Development Fund. This fund is available to all Scottish employers and can be used to access flexible workforce development training opportunities. It is intended to help employers address priority skills gaps and training needs. We also use Fife College to deliver employee training courses such as Project Management Training.

EXTERNAL TRAINER COLLABORATIONS

Shona Marshall
ASM Difference

*Workforce
Development Fund &
Apprenticeships*



Gemma Stow

*Male Allies,
Women at work,
No More hiding*



**Womens Aid
Scotland**

Domestic Abuse



Age Scotland

*Planning for your
future & Dementia
Awareness*



**Money Advice
Scotland**

Cost Of Living



Julie Dennis

Menopause Coach



Gail Morgan

*Women At Work,
Style and Image*



Tracy Gilmour

*Imposter Syndrome,
Resilience & Self
Confidence*



Emma Langton

*Young People, Mental
Health in the
Workplace, Burnout,
Work Life Balance*



For more information on any of our training programmes or if you are interested in collaborating with us, please visit our website or contact: hrteam@kha.scot

We'd love to hear from you!

***Our external
collaborative
sessions are
available for all
colleagues!***



KINGDOM

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