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| **JOB DESCRIPTION**  This post is fully-funded by ESF and the Big Lottery Fund | |
| **Post Title:** | **Employment & Skills Development Manager**  The post will be based primarily at Coniston Community Centre, Patchway and will focus on neighbourhoods to the north of South Gloucestershire (primarily Yate, Filton and Patchway), with some cover to the south of South Gloucestershire (Kingswood, Emersons Green) |
| **Salary & hours:** | £25,542 pro rata  30 hours per week. Fixed term contract until 31st December 2021 |
| **Aims & Objectives:** | The main purpose of this project is to increase readiness, ability and confidence of unemployed or economically inactive people, to seek or enter employment, education or training and improve relationships between employers, training providers, the VCSE sector and statutory agencies, with a better 3-way flow of intelligence, resulting in better prepared people and employers.  This project will address the current lack of co-ordinated intensive relationship based work needed for people who are disengaged, socially excluded and furthest from education, training and the job market, by providing a unique model of supporting people on the journey from social exclusion to participation in education, training and employment.  To oversee a small team of Employment & skills development coaches and to support the Employment, Skills & Youth Development Manager.  To be a designated Key Worker from engagement in the programme throughout their journey guiding participants towards a positive progression, achieving the outcomes of moving into active job search, securing employment or accessing training/ Apprenticeships. You will support the participant to co-design their own individual programme to meet their specific circumstances and needs.  Facilitate a joined up approach which focuses on providing a person-centred personalised programme and brings in specialist providers as required.  Each participant's programme will have a focus on progressing towards a positive outcome; employment and/or training. Progress against personalised plans will be reviewed regularly so there is an emphasis on progression. A participant’s journey may not be linear and may be subject to set-backs and challenges, but by listening to people and providing consistent, flexible Key Worker support, each participant will be able to make incremental progress towards their goals. |

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| **Tasks and Duties** | * Provide regular supervision for Employment & Skills Development Coaches * Attend meetings when required in lieu of Employment, Skills & Youth Development Manager * Support monthly submission paperwork to funder * Recruitment of participants * Initial assessment to ensure eligibility * Coordination, development and delivery of individualised support plans with the full participation of the individual * Deliver group work * Support running of job clubs * Liaison with specialist services * Practical, hands on support to help people remove the barriers they face to education and work * Manage expenses * Data collection and input * Partnership working with a range of specialist services * Signposting * Report writing * Presentations * Any other task required |
| **Partnership Work** | You will work in partnership across the West of England and work with specialist providers to ensure that services are holistic and joined up. |
| **Staff Development** | The post holder will undertake appropriate training in order to develop the role and there will be an opportunity to work with specialist providers to develop broad understanding of a range of issues. |
| **Team Work** | Working as part of Southern Brooks team, you will be contributing to our core aims of helping people and communities reach their full potential. You will contribute towards the general purpose and development of the organisation including team away days and community events. You will share good practice across projects and support the development of volunteering. |
| **Data Protection Act 1984** | All employees are under a legal obligation not to use or disclose any personal information that comes into their possession in the course of their duties in any unauthorised manner. Duties and obligations under the Act that relate to this particular post will be explained to the post holder upon appointment. |
| **Supervisory Responsibility** | You will be responsible for 3 Employment & Skills Development coaches, participants and volunteers. |
| **Supervision Received** | Supervision will be received from the Employment, Skills & Youth Development Manager |
| **Contacts** | Weston College, training providers, businesses, funders, VCSE partners, town councils, South Gloucestershire Council, local people. |
| **General** | The roles will be based at our offices in Coniston Community Centre, Patchway. Working with partners in the Kingswood and Yate localities. You must be willing to work outside of normal working hours. |
| **Age Factors** | Due to the nature of the work the post holder must be at least 18 years of age. |
| **General Accountabilities** | So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees and in premises/work areas for which the post holder is responsible to maintain a safe working environment for employees and service users.  Work in compliance with the organisation’s policies and procedures and its commitment to equal opportunities. Ensure that output and quality of work are of the highest standard and within current legislation. |
| **Special Notes and Conditions** | The postholder will be subject to a Data Barring Service Disclosure under Section 124 of the Police Act 1997.  The postholder will need to be able to work outside regular working hours. |

**Person Specification – Employment & Skills Development Manager**

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| **Competencies** | **Essential unless stated** | **Method of assessing** |
| **Education & qualifications** | * Preferably a relevant qualification that demonstrates a commitment to working with vulnerable people * Excellent IT skills including Microsoft Office and preferably the ability to use a database | Application form  and interview for all  competencies |
| **Experience** | * Experience of managing a small team * Experience of delivering group work * Experience of working with people who face multiple barriers to achieving their potential * Understanding of the benefits system preferable * Experience of one to one work * Working knowledge of safeguarding * Experience of creating and delivering support plans |
| **Job Related Skills** | * Ability to share your skills with people across teams by coaching and training * Supervisory skills * An understanding of the complex needs that impact on peoples’ ability to engage in work or learning * Team player * Excellent communication skills both written and verbal * Ability to work on own initiative and prioritise own workload * Ability to think creatively / problem solve and ability to research solutions * Experience of keeping accurate records * Ability to demonstrate resilience * Commitment and understanding of equality and diversity |
| **Personal Skills & values** | * Determination * Empathy * Non-judgemental * Highly organised * Able to inspire and motive others * Passionate, motivated and enthusiastic with the determination and resilience to succeed * Willingness to learn new skills * Committed to our values |
| **Working conditions** | * Driving Licence and access to transport essential |