



JOB DESCRIPTION

Job Title:	Employment and Training Co-ordinator
Reporting to:	Operations Manager
Location:	Salford
Salary:	£20,000 per annum
Hours:	35 hours per week
Contract:	Until May 2023 in the first instance

Introduction

Salford Foundation is working in partnership with Achieve North West Connect – a European Social Fund project - delivering a range of interventions to offenders in order to prepare them for employment. The Foundation has been contracted to deliver an employment and training service to people on release from custody and in the community. The intervention will enhance employability skills and engagement in training opportunities over 31 hours duration.

The Employment and Training Co-ordinator will support ex-offenders into work and training. The post will be based within the Adult Services Employment and Training team working closely with Case Managers to identify clients who are close to being work-ready. You will support them to achieve their developmental goals, enhancing their prospects and bring them closer to the labour market and eventually support them into training or employment.

The role of business engagement is well established within Salford Foundation and you will continue to develop relationships with local businesses in order to increase the number of paid employment opportunities available to people leaving prison.

This is a payment by results contract so there is a need for the post holder to keep stringent records of work delivered and to provide accurate reports to the Contracts Manager. Good organisational skills will be essential to ensure that all evidence of work completed is submitted in a timely fashion.

Key Tasks and Responsibilities

- Liaising with and updating Case Managers on Client progress.
- Managing a caseload of clients on the employability programme ensuring access to training and employment opportunities in line with client aspirations.
- Establishing employability programme content to prepare participants for employment including the creation of CV's, application forms, attendance at job clubs, practice interviews etc.
- Providing support and access to high quality advice to enable service users to overcome personal and practical barriers, for example access to transport and settled housing as a precursor to addressing employment issues.
- Developing appropriate and personalised service user learning and action plans and reviewing these on a monthly basis.
- Promoting the work of the project with the business community and appropriate business networks with a view to securing work opportunities for clients.
- Engagement with a range of training providers to ensure that a wide variety of opportunities are available to clients.
- Securing employment opportunities for service users through direct contact with employers or through existing local agencies and networks designed to offer access to opportunities.
- Securing a portfolio of employment experiences and addressing associated risk assessments and health and safety checks in advance of take up.
- Maintaining accurate, comprehensive and timely records and producing reports as required by the Senior Management Team.
- Attending relevant subject based training and briefings to keep up to date with legislation, policies and technology including attending networking events.
- To implement and comply with all the Foundation's policies including the Safeguarding Policy and procedures and ground rules for implementing appropriate behaviour with challenging adults.
- Undertaking any other tasks of a similar level of responsibility as requested by the Senior Management Team or Line Manager.

Person Specification

Knowledge and Understanding

- Understanding of the issues and challenges facing people leaving prison and resettling in local communities.
- Knowledge of relevant universal and targeted support services of relevance to the beneficiary group.
- Knowledge of government policy in relation to offender management, rehabilitation and resettlement and the operation of the criminal justice system.
- A good working knowledge of vulnerable adults, equal opportunities and health and safety policy and practice.
- A sound knowledge of safeguarding in relation to vulnerable adults.
- Understanding of the mentoring process.

Experience

- Experience of working with offenders or other 'hard to help' groups in an employment/ training setting.
- Experience of developing Learning and Development Plans to meet client aspirations, assets and needs.
- Experience of managing risk with particular emphasis on clients who have multiple and complex needs.
- Working to organisational and personal targets.
- Building effective working partnerships with the business community and training providers.
- Experience and competence in the use of IT software and of Microsoft Office.
- Experiencing of Child and Adult Safeguarding procedures.

Skills

- Excellent written communication and interpersonal skills.
- Ability to manage referrals and maintain contact with Case Managers.
- Demonstrable ability to work effectively with the most disaffected and hard-to-engage people who have multiple and complex needs towards training or employment outcomes.
- Ability to plan, prioritise and organise own workload.
- Ability to work independently and as part of a team.
- An empathetic and motivational approach.

Values & Attitudes

- Committed to people's personal and social development and to providing opportunities which enable them to reach their full potential.
- Committed to treating people equally, respecting differences and challenging prejudice and discrimination.
- An empathetic and motivational approach to clients.
- A positive and enthusiastic approach to work.
- Committed to your own learning and development.

Special Conditions

- This post is subject to an enhanced-level DBS (formerly CRB) check.
- The post-holder must hold a full driving licence and have a car available to be used for business purposes.

- Successful candidates may be expected to work occasional evenings and weekends, for which time will be given back in lieu.
- The successful post holder will need to undergo further checks by the National Offender Management Service to be vetted for full access to the prisons.