

Job Description & Person Specification

Post Title:	Work and Skills Co-ordinator
Service Area:	Community, Business, Work and Skills
Reports to:	Community, Business, Work and Skills Manager/Team Leader
Scale:	5
DBS Required:	Basic check

Overall Purpose of Job

- Crucial role in addressing unemployment rates of young people (up to age 24) and reducing identified youth skills gap within Blaby District
- Agree individual action plans and the most appropriate progression route using the Work and Skills Pathway developed with partners. The pathway includes: a range of opportunities such as work experience, volunteering, apprenticeships, Sector-based Work Academy Programme (SWAPs); tailored sessions to support development of interpersonal and employability skills; mentoring; and specialist help such as housing advice or mental health.

Key Roles, Tasks and Responsibilities	
1.	Provide each customer with an initial holistic assessment of needs, a skills analysis, IAG, aimed at working towards a path of progression towards the labour market.
2.	Provide support and advice to each individual to help them overcome barriers to employment and look at transferable skills and sector-based training
3.	Identify support to address non job/skills related barriers i.e. Housing, money management, health related challenges
4.	Provide at least 2 hours a week of support to include mentoring for up to 6 weeks for each individual.
5.	Provide a focus on wellbeing and build confidence in new ways of learning and working
6.	Delivery of a timetable of activities and training events every week with work and skills staff and community services staff, which will include, mentoring circles, sector skills training, employability workshops.
7.	Co-ordination of partners who want to link into the Work and Skills hub.
8.	Engagement with employers to secure route ways and job offers for our customers.
9.	Offer drop-in service to support non-UC eligible claimants e.g. NEETS.
10.	Maintain an up to date understanding of legislation affecting your area of work, government policy, good practice from other authorities and agencies.
11.	Deliver on a number of cohort specific targets and outcomes.
12.	Ensure that the processing of personal data is compliant with the requirements of the General Data Protection Regulations (GDPR) 2016 and Data Protection Act 2018.
13.	This job description may be reviewed and amended in consultation with the postholder, in light of any organisational developments within the Authority.

Post Characteristics	
Qualifications, essential experience	See person specification
Allowances	Casual car user allowance (and work mobile phone)
On call/emergency situations	No
Politically restricted posts	No
Checks (DBS/Baseline security check)	Basic check

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Health and Safety Responsibilities -	
	<p>To be familiar with and at all times comply with corporate and local health and safety policies and procedures as amended or added to from time to time.</p> <p>To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.</p> <p>To take reasonable care for the health and safety of yourself and others. To not intentionally or recklessly interfere with or misuse anything that has been provided in the interests of health and safety. To maintain Personal Protective Equipment and to report any PPE that is defective.</p>

Emergency Planning/Response Responsibilities	
	To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity Plans and other associated documents

Job Description Details	
Reviewed by:	Community, Business, Work and Skills Team Leader
Latest Version Date:	May 2023
Job Evaluation:	A2075

PERSON SPECIFICATION

Job Title **Work and Skills Co-ordinator**

Division **Business, Partnerships and Health Improvement**

Date completed **May 2023**

Completed by **Community, Business, Work and Skills Team Leader**

Criteria	Essential (E)/ Desirable (D)	Method of Assessment (see overleaf)
<u>Knowledge</u>		
Understanding of complex barriers to unemployment, particularly youth unemployment	E	3,4
Up to date knowledge and awareness of local, regional, and national provision and policies that impact on employment and skills activity	E	3,4
<u>Skills/Abilities</u>		
Highly organised and capable of prioritising own workload and using own initiative.	E	3,4
Ability to work within a team and be a team player.	E	3,4
Ability to work with a wide range of people, including internal partners and external agencies.	E	3,4
Excellent verbal, written and negotiation skills.	E	3, 4
Caseload management	E	3, 4
Able to research, analyse information and produce high standard written reports.	E	3, 4
Good IT skills, including use of spreadsheets and databases	E	3, 4

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Criteria	Essential (E)/ Desirable (D)	Method of Assessment
<p><u>Experience</u></p> <p>Significant experience in an employment or training skills role</p> <p>Experience of managing a caseload on a one-to-one basis: engagement, assessment, action planning and effective monitoring</p> <p>Experience of accurate data recording, report writing and analysis of statistical data</p> <p>Experience of delivering defined targets and goals to tight timescales</p> <p>Proven experience of working with/alongside young people</p> <p>Experience of effective partnership working including DWP, Educational settings (Secondary, Further, Higher Education)</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>3,4</p> <p>3,4</p> <p>3,4</p> <p>3,4</p> <p>3,4</p>
<p><u>Qualifications</u></p> <p>Educated to GCSE standard or equivalent with GCSE English and Maths at Grade C or above or equivalent qualifications</p> <p>NVQ Level 3 in Advice & Guidance or Employability Services</p>	<p>E</p> <p>D</p>	<p>3,4</p>
<p><u>Other</u></p> <p>Ability to drive and have use of a vehicle for work</p>	<p>E</p>	

1. Test prior shortlist
2. Test after shortlist
3. Application form
4. Probing at interview
5. Documentary evidence