

Job Description

Position: Training Employability Project Worker
Responsible to: Learning and Wellbeing Manager

Purpose of the Job

- To provide inspiring and engaging employability group training and 1:1 support to people (young people 16-24, people with learning disabilities, mental health challenges and experience of the criminal justice system)
- To support these groups to access and sustain new opportunities that move them along the employability pipeline, including paid employment, work placements, training or volunteering
- To support the personal growth and confidence of these groups and to help reduce barriers to employment

Key Duties

- Deliver & develop a programme of engaging and inspiring employability group training & 1:1 support
- Support people to apply for suitable paid employment or other opportunities that helps them progress through the employability pipeline
- Regularly consult people to gain feedback and to co-design programme content and strategy
- Stay abreast of job, work placement, volunteering and training opportunities in sectors of interest to support people into new opportunities
- On occasions work with external training suppliers to provide relevant training courses and/or specialised sessions
- Promote projects through a range of means in order to recruit people looking for training and support with a view to ultimately finding paid employment
- Provide 1:1 employability support to people to monitor progress and address issues and barriers, signposting to partners who offer specialised support where needed
- Develop monitoring and evaluation systems to track work against targets and produce quarterly reports to the Learning & Wellbeing Manager
- Maintain accurate detailed records for each person, ensuring funder database is updated in a timely fashion
- Recruit, train and support volunteers

Team work & Behaviours:

- Effectively communicate, engage and inspire staff across the projects, and foster collaboration and team work throughout the organisation
- Work to Space and sector legislative, ethical, policy and procedural requirements
- Understand the requirement for confidentiality in our work
- Care for the work environment to promote effective and harmonious working

- Nurture a culture of kindness; upholding the integrity of Space and living our values – welcoming, fun, creative, bold and trustworthy.
- Continuously monitor your area of responsibility and identify areas for improvement and organisational learning.
- Undertake relevant Continuing Professional Development and training

Line Management:

- Report to the Learning & Wellbeing Manager weekly, taking part in regular support & supervision.
- Provide regular support & supervision to volunteers within the project

Person Specification

| Essential skills and experience for the role |
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| A minimum of 3 years' experience in delivering training and support for outcome focused training and/or employability programmes |
| Knowledge of designing, delivering and evaluating training programmes |
| A minimum of 3 years' experience of working with & supporting vulnerable people with multiple barriers to employment |
| Ability to work effectively on own initiative and as a member of a team |
| Confidence in the use of Microsoft packages – Word, Excel, Outlook, Powerpoint, Teams |
| Ability to administrate and coordinate projects |
| Ability to maintain accurate detailed records for each trainee, ensuring funder database is updated accurately and in a timely fashion |
| Ability to record, monitor and evaluate training, challenging supportively the performance & attendance of trainees where necessary |
| Be proactive and demonstrate perseverance to achieve outcomes |
| Excellent English communications skills – listening, writing and speaking |
| Have a can do attitude, be adaptable and ready to take on new challenges |
| Have excellent interpersonal skills and confidence to naturally form relationships with a range of people of all ages and walks of life |
| Be prepared to live our values and nurture a culture of compassion and kindness |
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| Desirable |
| A professional qualification or degree in training or education |
| Past experience of working to funder targets and deadlines |
| An understanding of community education ethos (CLD standards) |
| Knowledge of vulnerable adult protection |
| Experience of managing volunteers |