

This post is supported by the European Social Fund 2014-2020 Program



CEDARWOOD TRUST

Fighting Poverty, Supporting Community

JOB DESCRIPTION

Employability Skills Advisor

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| Projects: Nurture – Nourish – Thrive – Step Up into Care – Nurture Catering Academy |
| Responsible to: Skills & Development Coordinator |
| Normal Hours of Work: Full time 37.5 |
| Salary: £11.20 per hour |
| Holiday Entitlement: 28 days including Bank Holidays |
| Contract Length: Fixed term to 30 th September 2022 |
| Funding: This post is part funded by European Social Fund (ESF) |
| Job Summary: To support individuals progress to accredited training, mentoring, volunteering within the Nurture – Nourish – Thrive - Step Up into Care program – Nurture Catering Academy. Support individuals to gain skills to become to move towards work readiness and identify employability routes. |
| Key Responsibilities: To develop and deliver training Deliver agreed preparation for employability training Support participants to achieve accredited up to Level 2 Certification Coach and motivate participants to become work ready Complete ESF participants learning Journals and all related paperwork including: <ol style="list-style-type: none">1. Registering and support with collating input form2. Support with developing soft skills3. Support with developing hard skills4. Support with volunteer / work placement5. Support with self-employment6. Support with employment7. Supporting transfer of participant to other member of the consortium Assess, mark, and submit training workbook modules |
| Supporting individuals <ol style="list-style-type: none">1. Develop and maintain good communication with people accessing the program to ensure that their strengths, goals, and preferences as individuals are met. |

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| <p>Working relationships</p> <ol style="list-style-type: none">1. Develop positive working relationships and accept referrals from key health and social care workers, including care navigators, GPs, and neighbourhood enhanced care teams.2. Develop and maintain effective working relationships with key relevant community-based service providers including other local voluntary, community, and social enterprise organizations. |
| <p>Building knowledge</p> <ol style="list-style-type: none">1. Build up knowledge of what employment opportunities and further educational services are available in the local and wider community and assist individuals to access through attending with them or providing information on the means to do so. |
| <p>Monitoring and Evaluation</p> <ol style="list-style-type: none">1. Monitor and update/record key information regarding individual's participation, including tracking (client journey) their experience and outcomes and provide timely feedback to referral partners.2. Support and assist with the monitoring and evaluation of the program including producing relevant monitoring reports as well as collecting broader qualitative and outcome data |

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| <p>from case studies, focus groups and interviews to understand how or why the delivery approach is impacting on people and the local community.</p> |
| <p>Team working and development</p> <p>Manage own time and workload effectively, whilst also working as part of a team. As part of the wider social prescribing team, contribute to the development of the program, including the development and maintenance quality assurance and improvement systems that monitor standards and support high-quality service delivery.</p> |
| <p>Team working and development</p> <ol style="list-style-type: none">1. Manage own time and workload effectively, whilst also working as part of a team.2. As part of the Cedarwood Team, contribute to the development of the program, including the development and maintenance quality assurance and improvement systems that monitor standards and support high-quality service delivery. |

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| General work-related expectations – for all staff. | | |
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| <ol style="list-style-type: none"> 1. Work within the charities mission and values 2. Contribute to organizational planning and development. 3. Work in accordance with all policies and procedures of the organization. 4. Work in accordance with all relevant legislation. 5. Contribute to the organization’s marketing and publicity. 6. Undergo regular supervision and an annual appraisal. 7. Identify and complete learning and development, as appropriate. 8. Undertake any other duties appropriate to the post, as required. | | |
| Person Specification | | |
| Requirements | Essential/ Desirable | Method of Assessment |
| 1. Skills and competencies | | |
| Good verbal communication skills and interpersonal skills | E | A / E / I |
| Train the trainer qualification or D32/D33 | E | A / E / I |
| Ability to facilitate training sessions | E | A / E / I |
| Able to support people from a range of backgrounds to make positive change and to achieve their goals | E | A / E / I |
| Able to support people to make their own decisions and take their own actions | E | A / E / I |
| Able to give guidance in a positive and constructive way | E | A / E / I |
| Able to develop and maintain relationships with a range of partners, including local people, health, and social care professionals and the voluntary, community and social enterprise sector | E | A / E / I |
| Good level of computer literacy including applied knowledge of Microsoft Office (Word, Excel, and Outlook) | E | A / E / I |

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| Able to make verbal presentations and to participate in formal meetings with a variety of audience and stakeholders | E | A / E / I |
| Good co-ordination and organizational skills, including the ability to prioritize and plan own workload, manage multiple tasks and work to tight deadlines | E | A / E / I |
| Able to work as part of a team, as well as independently | E | A / E / I |
| 3. Knowledge – type and depth | | |
| Understanding of the wider determinants of health and well-being | E | A / E / I |

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| Familiarity with the principles (MET) of behavior change and the barriers that individuals may face | E | A / E / I |
| Understanding of the importance of confidentiality and the basics of data protection | E | A / E / I |
| Knowledge of Chirton& Riverside Wards | E | A / E / I |
| 3. Learning and development – type and depth | | |
| Good record of personal development and learning | D | A / E / I |
| Willingness to learn and undertake training | E | A / E / I |
| 4. Experience – quality and relevance | | |
| Experience of monitoring outputs and outcomes of projects or services and of producing written reports as required | E | A / E / I |
| Experience of working with community organizations and groups or within a health and social care setting | E | A / E / I |
| Experience of working effectively in an outreach setting with people who may be in a difficult or emotional personal situation | E | A / E / I |
| Experience of the positive benefits of making lifestyle changes (either your own or supporting other people) | E | A / E / I |
| 5. Personal qualities and circumstances – essential and directly relevant to post | | |
| Commitment to diversity, customer excellence and equal opportunities in service delivery | E | A / E / I |
| Able to work flexibly – including unsocial hours on occasion (such as evenings and weekends) | E | A / E / I |
| Self-motivating, creative and energetic attitude to fulfilling a professional role | E | A / E / I |
| Willing and able to travel easily around North Tyneside | E | A / E / I |
| Willing to have a DBS (Disclosure and Barring Service) check | E | A / E / I |
| A = application form E = exercise I = interview T = test | | |