

Role Profile:

Two Posts and Waiting List for Future Positions

Job Title:	Employment Engagement Officer
Accountable to:	Project Manager
Location:	Omagh, Enterprise Centre
Hours of work:	36hrs per week
Probation:	This post is subject to a 6 month probationary period. The Company reserves the right to extend this probationary period.
Contract term:	End March 2018
Salary:	£20,253.

Job purpose

The CFSP Employability Mentor is responsible for delivery of:

- Employability mentoring, job search activities and supporting members of families over the age of 16 years to avail of opportunities in education, employment and training
- Assist with the delivery of Family support elements of the Community Family Support Programme
- Assist with the designing and delivering needs-led programmes to develop family relations and communications as well as health and social inclusion programmes with demonstrative positive outcomes

Main Responsibilities and Accountabilities

Employment Support

1. Undertake initial assessments of barriers to employment/education/training undertaken and registrations completed with assessment and diagnostic tools such as JET inspiring Impact.
2. Develop and implement and individual action plans to overcome barriers to employment, outlining goals, actions and outcomes.
3. Ensure all targets for CFSP families of “into employment” are achieved in a timely manner.
4. Deliver one-to-one employability mentoring and group sessions with all participants over the age of 16 years as required to remove barriers to employment, providing a safe, relaxed environment underpinned by a community development approach with a structured and developmental process.
5. Respond to sensitive issues in a confidential manner

6. To work with the CFSP Family Mentor in implementing the family support plan outlining employability-related support to address issues, actions and timescales to achieve positive change and development within a family.
7. To effectively manage caseload and provide professional focused advice referring to other agencies/organisations as required as part of participant action plans.

Programme Delivery

1. Undertake progress reviews and ensure targets are achieved that reflect positive outcomes in relation to employment, training and education.
2. To develop and maintain excellent working relationships with schools and relevant statutory, community and voluntary organisations.
3. To work in an integrated manner with other team members and with other relevant service providers.
4. To maintain accurate records of all engagements and work undertaken with participants.
5. To provide statistical reports to assist with the monitoring and evaluation of the programme in a timely manner.
6. Maintain accurate records of work undertaken with families that contain detailed up-to-date engagement notes, full details of specific interventions, evidence of positive outcomes etc.
7. Work on a regular basis with local schools pastoral care teams to identify young people who may become a future NEET and engage their families on the CFSP programme.

Other

1. Work in a confidential and professional manner that ensures family welfare and safety is of paramount importance.
2. Undertake ongoing evaluation of outcomes and impacts of both specific interventions as well as the programme overall in terms of progressing both families and individual family members.
3. Carry out risk assessments and manage risks as required.
4. Provide statistical reports to assist with the monitoring and evaluation of the programme in a timely manner.

5. Comply with relevant policies and procedures e.g. Health and Safety, Child Protection, Data Protection etc.
6. Ensure consistency of quality of delivery and reporting issues as they arise.
7. Develop forward job plan for the post and achieve targets set for engagement and positive health, social and employability outcomes including entering and sustaining employment. This shall include production of monthly reports.
8. Undertake regular, formal supervision to measure performance against targets and reflect on practice.
9. Undertake staff development activities that shall enhance individual and organisational performance, maintaining and developing relevant skills and work to the highest professional standards.
10. Attend and participate in team meetings.
11. Any other reasonable duties assigned by the organisation.

In addition to the tasks and duties outlined above, the post holder will be required to undertake any duties which are identified as being generally compatible to the post.

Actively comply with all CTS and CFSP policies and procedures.

Status of the Job Description

This job description is not incorporated into the employee's employment contract. It is intended as a guide and should not be viewed as an inflexible specification and it may be varied from time to time in the light of strategic developments following discussion with the post holder. The post holder will be expected to work to objectives agreed with the line manager.

Personal Specification

Essential:

1. Qualifications

Essential:

Minimum NVQ 3 level qualification in Advice & Guidance or equivalent (e.g. Diploma in Careers Guidance).

Desirable

NVQ 3 or an equivalent level qualification in Health & Social Care, Family Support, Youth Work, Education, Social Care, Adult Learning Support or equivalent.

2. Proven Competence and Experience

Essential:

- A minimum of two years experience of designing and delivering employability support with positive outcomes in relation to employment, education and training
- Demonstrable experience in undertaking employment, education and/or training assessments
- Experience of working with young people with positive educational outcomes
- Experience of working to and understanding Child Protection policy, procedures and legislation

Desirable:

- Experience of working in a multi-disciplinary environment responding to needs of children, young people and families
- Experience of working with schools to increase young people's at school attendance

3. Skills/Abilities:

Essential:

- Excellent written and oral communication skills
- Sound knowledge of ICT including all Microsoft Office applications (word, excel, powerpoint, outlook, internet etc.)
- Motivating others and excellent interpersonal skills
- Using own initiative and working positively within a team and building good working relationships
- Being non-judgmental in approach to dealing with families
- Excellent organisational skills
- Commitment to the development of people in the community
- Information management and report writing
- Mentoring skills and facilitation
- Group-work skills

3. Circumstances

Essential:

- Ability to work flexible hours (including evening work and weekend work)
- Willingness to undertake training required for the post
- Subject to Access NI clearance