**JOB DESCRIPTION**

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| **Job Title**  | Transitions Coordinator |
| **Reporting to** | Head of Services |
| **Responsible for**  | Transitions Programme |
| **Location of Work** | Larne |
| **Salary Range** | £17,550-£25,000 |
| **Contract Type** | Fixed Term- 5 Years  |
| **Hours of Work** | 37.50 per week  |
| **Holidays**  | 28 days per annum (including statutory holidays) |
| **Pension** | 1% |

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| **Overall purpose of the job:** |
| Acceptable Enterprises Ltd, AEL, is a limited company with charitable status providing training and support to enable people with disadvantage, particularly those with learning disability to fulfil their work potential. AEL is delighted to have secured funding from the Big Lottery Fund’s Empowering Young People Programme to develop a transitions programme. The aim of this project is to provide young people with a learning disability with a structured and organised route from educational (children’s) services into adult services and where possible the world of work.The project will provide work experience opportunities, job preparation support and social activities to develop work related and life skills. It will also involve the development of a social club facility for young people with a learning disability/disadvantage to enable them to improve their social skills, increase their social circle and improve their relationships with others. The Transitions Coordinator will be responsible for developing and managing AEL’s transitions programme. The post holder will be expected to work outside normal office hours at least every fortnight to facilitate the social club element of the programme. This is an exciting opportunity for a motivated self-starter to become a member of the AEL team.  |

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| **Main Duties** |
| * Overall responsibility for AEL’s transitions programme including the planning, development and implementation of the programme in line with the projects objectives including the development of a social club facility.
* Line management of all programme staff, volunteers and programme participants.
* Liaise with students, parents/carers, Schools, Colleges, and any other relevant bodies to identify appropriate participants for the project.
* Conduct baseline assessments of participants to assess the appropriate level of support required on the programme.
* Ensure quality records are maintained so that they outline the participant’s journey on the programme.
* Ensure all documentation relating to participant’s is completed and maintained in an accurate, timely and respectful manner and in compliance with data protection policy.
* Co-Ordinate activities to ensure the efficient and effective delivery of the Transitions Programme
* Liaise with operations to ensure participant’s needs are being met and high quality standards are maintained in AEL’s business activities.
* Provide in work support to participants in accordance with delivery expectations.
* Be particularly aware of participant’s individual needs and abilities and attend regular monitoring/evaluation meetings with stakeholders as required.
* Establish a project steering group and ensure young people are kept in the lead
* Monitor results of the Transitions Programme on an ongoing basis
* Provide programme reports for use by Senior Management and the Board of Trustees
* Ensure compliance with Funders requirements.
* Ensure the programme operates within its budget
* Develop and maintain good relations with all AEL’s partners and stakeholders
* Promote the project to the public, media, partners and stakeholders

**GENERAL*** Undertake personal development and training as is reasonably required to assist with the effective delivery of the role.
* Maintain a good standard of working practice- setting example to others and maintaining good working relations with Senior Management, Staff, Trainees, Programme Participants, Suppliers, Customers, Partners and Stakeholders.
* Manage work in a cost effective manner
* Represent the Ethos and Values of AEL to the outside world, acting as a role model and mentor to other staff, volunteers, trainees and programme participants.
* Comply with and promote all AEL’s policies and procedures.
* Uphold confidentiality at all times regarding AEL’s trainees and business activities.
* Ensure a safe and productive work environment is maintained at all times.
* Undertake any other relevant duties commensurate with the role and responsibilities of the post as required.
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**PERSONNEL SPECIFICATION**

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| **Essential Criteria**  |
| 1. A minimum of five Level Two qualifications to include literacy and numeracy, (e.g G.C.S.E, NVQ Level 2, BTEC Level 2)
2. A proven track record of 1 year or more experience within the last 5 years of working within an employment/training field as a project manager or equivalent. (Number of years’ experience may be increased should there be a need to facilitate manageable shortlists)
3. Knowledge and experience of working with individuals with learning disability and the barriers they face
4. Ability to conduct assessments of trainees by appraising their skills, identifying their needs and organising and delivering necessary training in accordance with the objectives of the project.
5. A good working knowledge and experience in monitoring and evaluation.
6. Experience and good knowledge of I.T systems including; ability to use MS office (Word, Excel) Internet and Email;
7. Valid driving license and access to transport appropriate for the post. (Consideration will be given to candidates, who because of a disability, cannot hold a driving license but they must have access to a mode of transport that allows them to fulfill the duties of the post)
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| **Desirable Criteria** |
| 1. A minimum of a recognised professional qualification at Level 3 or above in a relevant field. (e.g A-Level, NVQ Level 3, BTEC Level 3)
2. Previous experience of working in the field of transitions.
3. Experience of working within a social firm.
4. Experience of working on funded projects.
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 Acceptable Enterprises Limited

 **Helping you - Helping us – Helping others**

 32-34 Pound Street, Larne Co Antrim BT40 1SQ

 Tel: (028) 2827 4992 Fax: (028) 2827 9571 Email: info@aelarne.co.uk

# APPLICATION FORM

IN CONFIDENCE / PLEASE COMPLETE IN **BLACK** INK APPLICANT REF NO:

Please return completed application form along with any supporting documentation, by **4.00 pm on 27th January 17** to: Admin & Finance Manager, AEL, 32-34 Pound Street, Larne, Co Antrim, BT40 1SQ or by email to : laura@acceptableenterprises.co.uk

POSITION: \_\_Transitions Coordinator \_\_\_\_

LOCATION: \_\_Larne\_\_\_\_\_\_\_\_\_\_\_\_

CLOSING DATE: \_\_\_\_27/01/17\_\_

## Please Note

It is in your own interest to answer all the

questions as completely as you can.

CV’s will not be accepted.

All information you provide on this form will

Be treated in the strictest confidence.

No reference will be taken up without prior

Notification.

**-Canvassing Will Disqualify-**

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| --- | --- |
| Surname | First or Given Names |
| Home Address | Date of Birth |  |
|  | Place of Birth |
| County | Postcode | Home Telephone No |
| Address of Correspondence (if different) | Daytime Telephone No |
|  | Do you Hold a Clean Current Driving Licence? |
| County | Do you Have Your Own Car? |
| Postcode | National Insurance No |
| Email |  |

### Character Enquiry

Because of the nature of the work for which you are applying, the post is included within the provisions of the Rehabilitation of Offenders (NI) Order 1979.

IT IS NECESSARY THEREFORE TO ASK THE QUESTION:

Do you have any convictions that are not ‘protected’ (as defined by the Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979, as amended in 2014)?’ YES NO

IF YES, PLEASE GIVE DETAILS:

Education

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| --- | --- | --- | --- |
| SUBJECT PASSED | LEVELATTAINED | GRADE | YEAR |
|  |  |  |  |

Further Education

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| --- |
| College or University Attended: |
| SUBJECT PASSED | LEVELATTAINED | GRADE | YEAR |
|  |  |  |  |

Professional Qualifications

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| --- | --- | --- |
| Professional Body | Examinations Taken Date/Results | ExaminationsPending |
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Employment History

PRESENT POST

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| --- | --- | --- | --- |
| Name and Address of Present Employer | Date Appointed | Present Salary £ | Period of Notice: |
| Department (including Location)Of Post | Job Title |

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| List below the principal duties of your present post, giving details of grades and numbers for whom you are responsible and any promotion awarded. (Continue on blank page if necessary) |
| State briefly your reasons for wishing to leave |

Experience

Please list your previous employment beginning with the most recent

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | Name and Address of Employer | Grade/Position | Details of Main Duties and Grades/Numbers responsible for | Reason for Leaving |
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| Please state how your experience to date has a bearing on your present application: |

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| Please describe any other activities which may be of interest in relation to this application (eg: courses attended, interests, voluntary activities, work with people with a mental health problem, etc) |

Referees

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| Please give the name, address and position of two persons from whom we may obtain a reference. The persons should not be relatives, but may be connected with your school, university or employment. |
| 1.Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Designation/Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 2.Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Designation/Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Declaration

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| To the best of my knowledge, the information I have given in this personal record is true and correct. I understand that if found to have knowingly given false information or to have suppressed any material facts, I shall be liable to disqualification, or if appointed, dismissal.Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Acceptable Enterprises Limited is an equal opportunities employer. All Applicants for employment are requested to supply information on the separate monitoring form enclosed. This information is required for monitoring purposes only and will be treated in confidence. Selection for employment will be on merit i.e. the best person for the job. |

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| Please state where you learned of this post. If advertisement, say which newspaper: |

**Fair Employment Monitoring Questionnaire**

**Ref No: Private & Confidential**

**Introduction:**

We are an Equal Opportunities Employer. We do not discriminate against our job applicants or employees and we aim to select the best person for the job.

We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the *Fair Employment & Treatment (NI) Order 1998.*

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

**Community Background:**

Regardless of whether they actually practice a religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

**Please indicate the community to which you belong by ticking the appropriate box below:**

|  |  |  |
| --- | --- | --- |
| I am a member of the Protestant community: |  |  |
|  |  |  |
| I am a member of the Roman Catholic community: |  |  |
|  |  |  |
| I am not a member of either the Protestant or the Roman Catholic communities: |  |  |

*If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.*

**Sex: Please indicate your sex by ticking the appropriate box below:**

|  |  |  |
| --- | --- | --- |
| Male: |  |  |
|  |  |  |
| Female: |  |  |

***Note: If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.***