

Job Title: Career Mentor – Jobmatch Programme
Hours: 37.5 hours per week
Location: Cookstown
Term: Fixed Term to 31st March 2022 (subject to annual funding review)
Salary: £20,000 per annum, increasing to £21,000 per annum on successful completion of probationary period

Company Background

Network Personnel was established in 1989 and specialises in the delivery of back to work and employability initiatives. As a result of continued growth, they wish to appoint a suitably experienced and qualified Career Mentor for their Jobmatch Programme in Cookstown. The Jobmatch Programme is part funded by the European Social Fund and Department for Economy.

Job Purpose

To support the short and long-term unemployed, helping those who are marginalised including ex-offenders, those with drug and alcohol issues, carers, the economically inactive and those who have not reached the threshold for other government initiatives

Core Duties and Responsibilities

- Work directly with participants focusing on engagement and mentoring of participants, promotion and achievement of positive employment, training and education outcomes
 - Carry out detailed assessments of need, identifying and addressing personal barriers to education, training and employment which are affecting individual participants
 - Create, agree and implement an Employment Action Plan outlining support to address issues, actions and timescales to achieve positive change
 - Assist participants with career-mapping, job-search activities, CV planning, interview techniques- providing information, advice and guidance on learning, work and other relevant positive activities
 - Actively manage a caseload of participants at any one time on both a one-to-one and group basis ensuring individual learning and employment needs are addressed and appropriate support is in place
 - Identify and coordinate a range of recruitment and selection strategies to secure progression towards employment for participants
 - Be a reliable and professional advocate for participants, sourcing and engaging with suitable training providers and employers, on their behalf and/or signposting participants to a range of universal groups, support services/organisations as required
 - Undertake ongoing evaluation of outcomes and impacts of both specific interventions and overall impact in terms of progressing individuals
 - Deliver/facilitate programmes/workshops based on identified needs of participants
 - Work in a confidential and professional manner responding to sensitive issues that ensures participant welfare and safety is of paramount importance and subject to safeguarding guidelines
 - Be quality and target driven, ensuring all DfE/ESF and organisational targets, deadlines and standards are achieved and consistently achieve set individual objectives, targets and K.P.I.s
 - Develop and maintain excellent working relationships with relevant statutory, community and voluntary organisations
 - Maintain accurate records, ensuring the accuracy and completion of all administrative forms and ensuring that all progress towards training and employment is recorded, monitored and reviewed on an ongoing basis
 - Provide accurate statistical reports and management information in a timely manner to assist with the monitoring and evaluation of the programme
 - Ensure high levels of customer service are maintained through follow up contact with employers, clients and other stakeholders
 - Demonstrate a commitment to the safeguarding of 'Adults at Risk', reporting issues as they arise
 - Develop and sustain effective working relationships within the Jobmatch Team, Network Personnel and other stakeholder groups e.g. attending team meetings, networking events, etc.
 - Undertake CPD activities which enhance individual and organisational performance, maintaining/developing relevant skills to the highest professional standards
 - Adhere to and uphold Network Personnel's Code of Conduct, policies, procedures and values at all times including Equal Opportunities, Health & Safety, Data Protection, Lone Working, Confidentiality etc. and provide these policies to clients
 - Undertake regular, formal reviews with the line manager, reflecting on targets, performance and practice
 - Any other related/reasonable duties as required by management and/or the business objectives.
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Career Mentor Person Specification



| | | How assessed |
|--------------------------------|--|--|
| Qualifications | Essential <ul style="list-style-type: none"> Level 3 qualification (or equivalent) in Advice & Guidance, Mentoring, Coaching, Counselling or demonstrable equivalent Plus 4 GCSE's (or equivalent) at grade C or above to include English | Declaration Form & validation of original copies of certificates |
| Experience | Essential <ul style="list-style-type: none"> Experience of designing and delivering holistic needs-led support to clients seeking employment and/or training opportunities. This includes assessing need, developing action plans, ensuring actions are implemented and reviewed on a regular basis over a reasonable period of time Experience of sourcing training and or employment opportunities for those unemployed or disengaged with education or training over a reasonable period of time Experience of working to and understanding Adult Safeguarding policies, procedures and legislation A demonstrable track record of consistently having met and exceeded targets in a targeted oriented role over a reasonable period of time Experience of carrying out home visits or lone working | Declaration Form Declaration Form Declaration Form Declaration Form Declaration Form |
| Job related Knowledge | Essential <ul style="list-style-type: none"> Ability to construct SMART, individually tailored action plans for individuals/families with complex needs Strong knowledge and ability to use Microsoft Office including Word, Excel and Outlook | Interview Declaration Form |
| Skills and Competencies | Essential <ul style="list-style-type: none"> Ability to coach, mentor and develop others Excellent written communication skills Excellent verbal communication skills Excellent attention to detail and ability to work to a high degree of accuracy Self-motivated with the ability to work productively in a fast paced environment Innovative with the ability to take initiative Good presentation skills Enthusiastic and passionate with a desire to succeed Flexible to meet the needs of the business Good time management skills Ability to persuade, influence and negotiate Approachable, empathic and compassionate Open-minded and impartial team player | Declaration Form Declaration Form Interview Interview Interview Interview Interview Interview Interview Interview Interview Interview Interview Interview |
| Other requirements | Essential <ul style="list-style-type: none"> Full driving licence and access to a vehicle for work purposes or ability to demonstrate alternative method of being able to fulfill any travel related duties of the role. | Declaration Form |

Applications Procedure

To express your interest in this role, please complete and forward the Applicant Declaration form, confirming your suitability for the role and how you meet the essential criteria, together with your C.V. (in word format only) Michelle.mcmullan@networkpersonnel.org.uk Closing Date for receipt of applications is **30th July 2018 @ 5pm.**

Candidates must demonstrate that they have met the essential criteria within each area. Incomplete applications shall not be accepted and failure to demonstrate meeting the essential criteria will result in the application being unsuccessful at the shortlisting stage.

We reserve the right to enhance the short listing criteria where and when this is deemed necessary. All successful candidates will be subject to a Access NI Check and suitable references and where there is a requirement to drive their own vehicle for work purposes evidence of their vehicle being insured for work purposes will be required. *Network Personnel is part of the Workspace Group, a social enterprise based in Mid Ulster.*