

## **JOB DESCRIPTION**

**Title:** Employability Tutor

**Responsible to:** Project Manager

**Location:** Antrim Road, Belfast

### **Main Task**

To be responsible for the delivery and the provision of Employability Qualifications in accordance with the quality standards of the Awarding Body. To liaise with employers on skills required to identify vacancies to progress clients into work and track sustainability.

### **Outline of duties**

- To create, develop and maintain a warm, welcoming and supportive environment responsive to the needs of young people
- To be responsible for maintaining accurate and comprehensive records of attendance and progress for ESF clients
- To engage with a wide range of Community & Voluntary Agencies working closely with long term unemployed, young unemployed adults and economically inactive participants to facilitate access to ESF Projects
- To work as part of a team to recruit 100 clients per year for 4 years to the ESF Project
- To work closely as part of a team with the ESF Employment Officers and BFS staff to develop the employability skills of ESF clients
- To take appropriate action to ensure each young person has the maximum opportunity to attain a relevant qualification within his/her ability
- To enlist the support of external agencies to assist young people overcome barriers to employment and other positive destinations
- To increase the employability skills of 100 young adults per year
- To work with young adults to achieve 25 Employability qualifications per year
- To assist Employment Officers to progress 32 clients into employment per year

- To assist clients who progress into work sustain 26 weeks employment for 34 ESF clients per year
- To work with other staff to progress 35 ESF clients to further education/higher education per year
- To work with other staff to progress 16 ESF clients into voluntary or community activities
- To provide support and guidance to young people in relation to compiling evidence for assessment
- To liaise with ESF Departmental Case Officers, as required, in relation to operational activities
- To take part in structured inspections by the Education & Training Inspectorate and the ESF Managing Authority
- To participate in structured training and development activities in line with the demands of the job and the objectives of the company.
- To adhere to a Code of Practice relevant to Equal Opportunities and the promotion of social inclusion.
- To work as a member of a team and undertake such duties and responsibilities that are compatible with supportive of company aims and objectives.

**This post is funded by the European Social Fund**

S/ET/B/1800

### **Terms and Conditions**

**Length/ Type of Contract:** Fixed Term until 31/03/22  
**Salary:** £22,344  
**Hours:** 35 hours  
**Holidays:** 22 days  
plus Statutory days  
**Probationary Period:** 6 months  
**Notice:** 1 month

**All employees of Bryson FutureSkills are required to respect individuals' right to privacy, dignity, choice and independence.**

**This post will be subject to an enhanced Access NI check**

**Job Title: Employability Tutor**

<b>Criteria</b>		<b>Essential</b>	<b>Desirable</b>	<b>Tested</b>
Qualifications / Education / Knowledge	Educated to 5 GCSE's Grade C or above (or equivalent) to include English and Maths	×		Application form
	UUJ Certificate in Teaching or equivalent Postgraduate Qualification		×	Application form
	Level 2 Youth Work, Counselling or Mentoring qualification		×	Application form
	A working knowledge of current Training & Employment Programmes		×	Application form/ Interview
Previous Experience	A minimum of 1 year previous experience delivering Employability qualifications and Jobsearch skills	×		Application form
	A minimum of 2 years working with young adults and/or NEETS		×	Application form / Interview
	Experience of liaising with employers to identify job vacancies		×	Application form / Interview
Experience Required going forward	Experience of attainment of Employability qualifications	×		Application form
	Experience of standardisation within a working team.		×	Interview
Special Aptitudes/ Competencies i.e. Oral/ written skills	Ability to work towards targeted outcomes and deadlines.	×		Interview
	Excellent interpersonal influencing and communication skills.	×		Interview