

**Job Title: Key Worker – GROW Partnership**

**Hours:** 22.5 - 37.5 hours per week

**Location:** Location: Hybrid working (home/office) with travel – Office base (Various available)

**Term:** Fixed Term to 31st March 2025 (with opportunity to extend, subject to funding)

**Salary:** £ 23,012 increasing to £24,012 (upon completion of probationary period) pro-rata

**Company Background**

Network Personnel was established in 1989 and specialises in the delivery of training, back to work and employability initiatives. We have recently been awarded a contract to deliver the ‘GROW Partnership’ an employability programme funded by the Department of Levelling Up and Housing and Communities (DLUHC).

**Job Purpose**

Working as part of a team to provide a holistic support package to address the employability, health, social needs of customers. The Key Worker will report directly to the GROW Co-ordinator.

**Core Duties and Responsibilities**

* 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 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 busy caseload of participants, in both a one-to-one and group basis, ensuring individual learning and employment needs are addressed and appropriate support is in place
* Identify and support participants to avail of internal workshops/accredited training
* Maintain contact with participants for 6 months after they exit the project, to ensure successful progression and sustainable positive change
* Be a reliable and professional advocate for participants, sourcing and engaging with suitable training providers and employers on their behalf and/or signposting to a range of universal groups, support services/organisations, as required
* Undertake ongoing evaluation of outcomes and impacts of specific interventions and overall impact in terms of progressing individuals
* Deliver/facilitate programmes/workshops based on identified needs of participants
* Basic guidance/signposting for self-employment (subject to participant needs/interests)
* 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
* Ensure high levels of customer service are maintained through follow up contact with employers, clients and other stakeholders
* Demonstrate a commitment to the Safeguarding, reporting issues as they arise
* Develop and sustain effective working relationships within the GROW 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.

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| **Key Worker – Essential Criteria** |
| **Qualifications** | * Level 3 qualification (or equivalent) in Advice & Guidance or other relevant discipline **plus**
* 4 GCSE’s (or equivalent) at grade C or above, to include English
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| **Experience** | * Experience of designing and delivering holistic needs-led support to individuals seeking employment/or training opportunities. This includes assessing need, developing action plans and ensuring actions are implemented and reviewed on a regular basis
* Experience of sourcing training and/or employment opportunities for those disengaged/unemployed/Economically Inactive
* A demonstrable track record of consistently having met and exceeded targets over a reasonable period of time
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| **Job related Knowledge** | * Strong knowledge and ability to use IT packages including Microsoft Office, Word, Excel and Outlook
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| **Skills and****Competencies** | * Ability to coach & develop others
* Ability to design and deliver Workshops/info sessions based on client need
* Excellent written communication skills
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| **Other requirements** | * Full driving license and access to a vehicle for work purposes

or * Ability to demonstrate alternative method of being able to fulfil any travel related duties of the role.
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 **Applications Procedure**

To apply for this role, please submit your CV along with fully completed Applicant Declaration to maxine.mclean@networkpersonnel.org.uk by **5pm on 8th November 2024**

Benefits: ·

• Flexible working arrangements (22.5 to 37.5 hours per week, office hours, Monday to Friday) ·

• Competitive salary and benefits package (including hybrid working, pension scheme, annual incremental increase in leave entitlement and ‘Birthday leave’ policy) ·

• Opportunity to contribute to a meaningful programme aimed at empowering vulnerable groups within Northern Ireland.

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 an 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.