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**Employability Programme Co-ordinator – Mid Ulster Labour Market Partnership**

* **Hours:** 37.5 hours per week
* **Location:** Hybrid working (home/office) with travel – Office base (Mid Ulster area)
* **Term:** Fixed Term to 31st May 2025
* **Salary:** £26,117 per annum ((increasing to £27,117 upon successful completion of probationary period)

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**Company Background**

Network Personnel specialises in delivering employability and back-to-work initiatives. We are currently delivering the Employability Programme, which is funded by the Mid Ulster Labour Market Partnership (LMP). This programme is managed by Mid Ulster District Council and the Department for Communities, and aims to support individuals who are out of work, or at risk of redundancy, in achieving training and employment outcomes across the Mid Ulster region.

**Job Purpose**

The Employability Programme Co-ordinator will be responsible for promoting and marketing the Mid Ulster Labour Market Partnership Employability Programme. In addition, they will manage a caseload of participants, supporting them to achieve their training and employment goals through tailored interventions and ongoing support.

**Core Duties and Responsibilities:**

* **Promotion & Marketing:** Conduct promotional and marketing activities to raise awareness of the Employability Programme, targeting community groups, employers, and potential participants.
* **Participant Support:** Manage a caseload of up to 60 participants, providing personalised guidance to help them meet their individual training and employment objectives.
* **Programme Delivery:** Support participants in accessing training opportunities, work placements, and employment, working in collaboration with employers and training providers.
* **Stakeholder Engagement:** Liaise with local community organisations, training providers, and employers to build partnerships that enhance participant outcomes.
* **Caseload Management:** Maintain accurate records of participant progress, providing ongoing assessments and reviews to ensure targets are achieved.
* **Team Collaboration:** Work closely with other team members and relevant stakeholders to optimise the support provided and achieve the programme’s overall objectives (including participation in case reviews)
* **Outcome Monitoring:** Regularly evaluate participant outcomes and programme impacts, reporting progress to the Mid Ulster Labour Market Partnership.
* **Adherence to Policies:** Adhere to and uphold Network Personnel’s Code of Conduct, policies, procedures and values at all times.

**\*A full and detailed job description will be issued to the successful candidate**

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| **Employability Programme Co-ordinator – Mid Ulster Labour Market Partnership**  **Person Specification** | |
| **Qualifications** | **Essential**   * Level 3 qualification (or equivalent) in Advice & Guidance, Employability Support, Social Work, Community Development, or other demonstrably related field   **PLUS**   * 5 GCSEs (or equivalent) at grade C or above, including Maths & English |
| **Experience** | **Essential**   * Proven track record of managing a caseload and supporting participants/clients to achieve individually tailored outcomes. * Experience in working to and achieving programme targets. * Experience in engaging with the public and community organisations   **Desirable**   * Experience in promoting and delivering employability or training programmes. |
| **Job related Knowledge** | **Essential**   * Strong knowledge and understanding of the local Labour market and barriers to employment faced by residents in the Mid Ulster region |
| **Skills and**  **Competencies** | **Essential**   * Excellent communication (written & verbal) and organisational skills. * Ability to deliver 1-to-1 guidance and group workshops. * Proficient in IT, including Microsoft Office packages (Word, Excel, Outlook). |
| **Other requirements** | **Essential**   * Full driving license and access to a vehicle for work purposes   or ability to demonstrate alternative method of transport to fulfil any travel related duties of the role. |

## Applications Procedure

To apply for this role, please submit your CV along with fully completed Applicant Declaration to [alex.mckee@networkpersonnel.org.uk](mailto:alex.mckee@networkpersonnel.org.uk) by **5pm on Friday 8th November 2024.**

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.