

## PATH YORKSHIRE

### EMPLOYABILITY OFFICER - JOB DESCRIPTION

<b>Responsible to:</b>	Project Manager
<b>Salary:</b>	£22,952 per year, pro rata (plus 5% pension contribution)
<b>Hours of work:</b>	28.8 hrs per week, flexible
<b>Base:</b>	PATH Yorkshire, 29 Harrogate Road, Leeds LS7 3PD
<b>Period of contract:</b>	One year fixed term (renewable)

#### 1. Job Purpose

To deliver a range of PATH activities within the New Roots project. New Roots is a service run in partnership between RETAS, Refugee Council and PATH Yorkshire. The project is part funded by the EU Asylum, Migration and Integration Fund. Making management of migration flows more efficient across the European Union.

The project has been designed to provide a holistic approach to supporting refugees in Leeds and West Yorkshire. As part of PATH delivery in the project the Employability Officer will be involved in providing employment and training advice, visits to employers and work placements and employability workshops.

#### 2. Job Description

- Liaising with and maintaining positive working relationships with PATH's partners and stakeholders to recruit beneficiaries to funded programmes
- Producing Individual Development Plans for beneficiaries and providing them with continual assessment whilst involved in PATH programmes
- Providing information, advice and guidance to programme beneficiaries, whilst undertaking work, training or volunteering opportunities, including intensive support where required, in conjunction with specialist providers
- Arranging appropriate training for beneficiaries involved in PATH programmes
- Developing and supporting beneficiary placements leading to employment across a range of economic sectors in Yorkshire and Humberside
- Organising a range of social activities and undertaking visits to employers, to increase socialisation and broaden beneficiary horizons and experiences
- Maintaining accurate project documentation that complies with PATH's service standards, quality assurance procedures and contract requirements
- Designing and delivering a range of resources to support service delivery to beneficiaries

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- Contributing to the planning, monitoring and evaluation of PATH's service delivery across all funded programmes
- To work with other PATH Project Officers as part of a flexible, multi-disciplinary team able to deliver high quality services across different projects and programmes
- To work with PATH's Marketing Officer to produce and distribute appropriate marketing literature to potential programme beneficiaries
- Actively promoting equality and diversity in line with PATH's equal opportunities policy
- Carry out all work in accordance with PATH's Health and Safety, Child Protection and Vulnerable Adult policies
- Carrying out any other duties that PATH's Project Manager may require from time to time

### **Practical requirements:**

The post will be based at PATH Yorkshire's Office, 29 Harrogate Road, Chapel Allerton, Leeds LS7 3PD and in other venues required by the project.

PATH Yorkshire operates a no smoking policy in its offices and activity venues.

### **How to Apply:**

Please complete a PATH Application Form which can be downloaded from the Vacancies page of [www.pathyorkshire.co.uk](http://www.pathyorkshire.co.uk)

Or email [Daniel.mundet@pathyorkshire.co.uk](mailto:Daniel.mundet@pathyorkshire.co.uk) to request an application form by post.

SUBMIT your completed PATH Application Form by email to [daniel.mundet@pathyorkshire.co.uk](mailto:daniel.mundet@pathyorkshire.co.uk) or by post to, PATH Yorkshire, 29 Harrogate Road, Chapel Allerton, Leeds LS7 3PD.

### **CLOSING**

**All applications must be received by Monday, 8<sup>th</sup> April 2019, 10 am.**

Late applications and CV will not be considered.

Interviews will be on Friday, 12<sup>th</sup> April 2019 between 10 am – 1 pm.

## Person Specification

Personal qualities and skills	Essential	MOA
An active commitment to the promotion of equality, cohesion and diversity	x	
Able to work effectively as part of a team	x	
Adaptability and flexibility	x	
A confident approach to engaging positively with a broad range of stakeholders	x	
An empathy with individuals seeking employment, training and qualifications	x	
A supportive approach to vulnerable beneficiaries	x	
A proven ability to maintain accurate records, work to deadlines, achieve targets and record outcomes	x	
A car driver with access to a car	x	
Job-related knowledge	Essential	MOA
An understanding of how to deliver a range of employability techniques	x	
A good knowledge of the labour market, how it operates and what employers expect from trainees, work placements and apprentices	x	
An understanding of the barriers to employment faced, particularly by young people and BAME individuals	x	
A strong commitment to high quality service delivery and continuous professional development	x	
A good working knowledge of MS Office and other relevant IT packages	x	

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Qualifications and previous experience	Essential	MOA
<p><b>Qualifications</b></p> <p>Holding or working towards a relevant Level 4 vocational qualification in Information, Advice and Guidance (IAG), or with commensurate operational experience in a community setting</p> <p>Holding or working towards a relevant teaching/training qualification</p> <p><b>Experience</b></p> <p>Previous experience of delivering training and employment services to beneficiaries and working pro-actively with a range of employers and stakeholders to achieve positive outcomes</p> <p>Previous experience of assessing needs and monitoring and supporting individuals involved in training or employment programmes</p>	<p>x</p> <p>x</p> <p>x</p> <p>x</p>	