

**Job Role: Employment Support Officer**

**Hours: 35 hours per week**

**Salary: £ 27,000**

**Contract 12-month Fixed Term**

### **Job Purpose**

1. To work as a member of the UK SPF 'Training Ground' project team to engage and enable young people to reach their full potential with education, training and employment (ETE) opportunities. - Training Ground uses the power of the club badge to engage with those young people for whom universal support cannot reach.
2. The project will provide one-to-one mentoring sessions with wraparound support and will include physical activity sessions alongside mental health, employability and life skills sessions.
3. The postholder will identify and recruit a caseload of young people to support into and sustain their engagement in Education, Employment and Training.
4. The programme will provide an opportunity for young people not in education, training or employment in Greater London area to access training and work experience to enable them to gain the skills and confidence to gain employment.
5. The post holder will have a broad range of experience in building relationships with individuals from a range of backgrounds, alongside an ability to build and maintain relationships with employers.
6. The post holder will co-ordinate and deliver one to one and group coaching sessions. Sessions will address essential skills for employment and provide practical support, interview coaching, careers information and guidance.
7. The post holder will facilitate wellbeing workshops and physical activity sessions to develop improved mindset, healthy lifestyles, mental health, self-care, and exercise sessions. Working with multi-agency partners the post holder will seek to identify the barriers that have prevented young people from engaging in education and employment and help them to develop strategies to overcome these challenges.

### **Main Tasks**

1. To provide one to one and group employability coaching sessions; in the community, on the sports pitch, and online, enabling participants to identify, assess, and address barriers to engaging with education, employment, and training, as well as sourcing the most appropriate support.
2. Work with young people to understand their strengths and develop person centred, targeted plans to help them achieve positive outcomes. Create individualised progress plans, which include identification of the wraparound support that needs to be provided (e.g., support to access housing or mental health services).
3. Work closely with community groups and agencies such as Skills Academies Hubs, Local Integration Hubs, JCP, to identify and recruit young people that would benefit most from the Training Ground programme

4. Support a caseload and develop, contribute to, and deliver interventions to engage young people in education training and employment.
5. To develop relationships with a broad range of internal and external stakeholders to ensure that a suitably diverse life skills and employability offer that meets young people's needs and abilities.
6. To work with local key worker support service to address any barriers to inclusion for young people they are working with.
7. As required contribute to multi-agency planning and assessments of young people
8. To identify meaningful work placement opportunities for young people internally and externally through partnerships with local businesses, and to manage and support work placements through work placement visits
9. To maintain oversight of young people participating in work placements to help them settle in, meet the expectations of their employer or training/education provider, perform at their best, and achieve their action plan goals.
10. Regularly review and monitor the progress of young people on the programme and guide interventions / wraparound support.
11. Maintain a record of distance travelled which demonstrates how far the participant has travelled since joining the project, for example, in terms of personal development, increased confidence, and greater levels of motivation.
12. To maintain a working knowledge of education, safeguarding and effective practice in supporting young people into education, training and employment.
13. To hold knowledge of the regions in which we work to maintain an up to date working knowledge of education and training providers and employers locally and ensure that young people are referred and supported into appropriate EET provision.
14. Compile and submit monthly information to the Trust Manager and Head of Development, who will report back to the EFL Trust Project Manager on progress of those young people they are working with. Maintain full and accurate case records within appropriate timescales using the case management system.
15. Attend training events, supervision meetings and other team, formal and informal meetings as required to contribute to professional, service and self-development.
16. Support young person feedback mechanisms in the design of activities and in the continuous improvement of the project.
17. To ensure good quality case studies and stories are shared with Marketing to support the promotion of the programmes.
18. Fulfil other duties such as are required from time to time.

## Person Specification

	<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Application Form/Interview</b>
1.	Background (demonstrable achievement) /qualifications in youth work and or mentoring or employability work	P		A
	<b>Skills &amp; Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Application Form/Interview</b>
2.	Experience of providing support to young people with complex needs in both one-to-one and group settings	P		A/I
3.	Experience of working with young people to create and follow action plans.	P		A/I
4.	Experience of designing and delivering interventions to address barriers to education, employment and training.	P		A/I
5.	Effective and creative engagement skills with young people.	P		A/I
6.	Experience of advocating on behalf of young people		P	A/I
7.	Experience of coordinating services for young people		P	A/I
8.	Experience of mentoring, using coaching tools, conducting assessments and providing group/individual support	P		A/I
9.	Experience of Job brokerage/matching		P	A/I
10.	Familiarity with community clubs and the work of the English Football League Trust		P	A/I
11.	Good IT skills, particularly Microsoft Excel, and Outlook	P		A/I

12.	A high level of organisational skills with the ability to schedule and review work effectively and balance conflicting demands	P		A
13.	Ability to review, monitor and evaluate casework and address relevant issues to ensure effective outcomes	P		A/I
14.	To be flexible in the hours of work, including evenings and weekends		P	A
15.	Knowledge and understanding of and commitment to anti discriminatory practice	P		A/I
	<b>Other</b>	<b>Essential</b>	<b>Desirable</b>	
16.	High levels of emotional intelligence and empathy	P		I
	<b>Personal attributes</b>	<b>Essential</b>	<b>Desirable</b>	
17.	Passionate about people and have a genuine respect for views, talents and expertise of others.	P		I
18.	Lead by example and act with integrity at all times.	P		I
19.	Ability to innovate and inspire with a willingness to take calculated risks and challenge the norm.	P		I
20.	Committed to continuous improvement, strive to deliver the best possible outcomes.	P		I

### **Safeguarding Statement**

Leyton Orient Trust is committed to safeguarding the welfare of children and adults at risk and requires all employees to share this commitment and promote the welfare of these groups.

Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013).

Appointment to this role is subject to a satisfactory Enhanced DBS Check (with children's and adults barred list check) and references.

### **Equality Statement**

Leyton Orient Trust is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer.

Qualified applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity