

**JOB DESCRIPTION**

**JOB TITLE:** ChoicesKey Worker Youth - Part time 22.5 hours per week (fixed one-year post until December 2021)

Working within the Choices Programme led by Groundwork

**REPORTS TO:** Partnership Led by Groundwork/

Youth Manager Cumbria Youth Alliance

**RESPONSIBLE FOR**: Caseload of youth participants

**LOCATION: Allerdale and Copeland**

**PRIORITY CONTACTS:** Choices Partners

**SALARY:** Circa £22,500 pro rata, 22.5 hours per week + pension and mileage allowance

**Conditions:**  Post is subject to enhanced DBS clearance

#### JOB SUMMARY

This role is funded by The National Lottery Community Fund and the European Social Fund. As a Choices Key Worker, you will manage a caseload of young participants and provide them with 1:1 support, helping them overcome barriers to employment by signposting into existing and new services as well as supporting them to access training, job search and employment. Working closely with participants, Key Workers will be responsible for supporting them through every stage of their journey, enabling participants to address their barriers and realise their aspirations. You will be working across both Allerdale and Copeland, so some travel is essential part of your role for which a mileage allowance is payable

Key Workers will have experience of working in the welfare to work sector and have a good knowledge of Allerdale & Copeland and the voluntary and community sector. With excellent interpersonal skills, you will help participants become more confident and motivated to enable them to achieve their goals whilst at the same time ensuring a consistent and high quality service. As the majority of delivery will be delivered via outreach within the community, access to transport will be essential and Key Workers may need to work outside of normal hours on occasion. The role is a part time fixed term appointment until December 2021.

#### KEY TASKS

**Key Responsibilities: Programme Delivery**

* Undertake participant eligibility assessments and registration onto Choices, maintaining participant confidentiality of sensitive information at all times
* Develop with participants action plans with clear goals, identify barriers and aspirations, measures to overcome/achieve these and regularly review progress using the Outcome Star tool
* Support clients to access existing services to enable them to overcome barriers to gaining employment and attend sessions if required
* Work closely with other Choices staff that will be providing health, financial and digital inclusion activities to identify which activities are most suitable for each participant and provide support to enable them to access these activities.
* Support clients to develop appropriate professional and personal relationships.
* Provide Information, Advice & Guidance, support participants with job search, mock interviews and job matching
* Match participants with volunteering opportunities both within and out with the partnership
* Assist clients to successfully make the emotional and psychological transition to employment.
* Actively promote participants to potential employers working with the Senior Navigator
* Be proactive and look for solutions to enable the participant to attain their goals
* Promote participants to colleges and training providers and assist in the placement of participants into further education and training
* Provide ongoing support to participants once they have been placed in employment to ensure sustainability
* Ensure Choices performance management system is accurate and up to date and provide relevant reports when required.
* Deal with participant requests promptly and adhere to Choices policies and procedures including dealing with complaints in a timely manner.
* Integrate, share knowledge and spread best practice with other Key Workers, staff and partners across Choices
* Work as part of a multi-agency team, attend team meetings and participate in staff training as necessary
* Provide support to assigned peer mentors and volunteers and provide them with development opportunities
* Ensure compliance with Building Better Opportunities funding requirements
* Present a professional image of Choices at all times.

**Performance Targets:**

* Caseload management
* Conversion rate – job search, employment, training, self-employment and sustainment
* No of action plans produced and reviewed

**Additional responsibilities**

* Comply with the Health and Safety policy in all employment practices.
* Comply with Safeguarding Policy and procedures
* Comply with the Equal Opportunities Policy and Procedure in all employment practices.
* Any other duties commensurate with the level of the post.