



Preparing communities for the world of work

Employment and Skills Officer

JOB DESCRIPTION

Responsible to:	Project Manager
Salary:	£22,952 per year, pro rata
Hours of work:	Part time 29.6 hours per week, working 4 days Monday to Thursday
Period of contract:	Immediate Start, Fixed Term until 31 March 2021

Job Purpose

The Path to Work Project is an exciting new project providing work-relevant training courses and employability support to Leeds residents from Black, Asian and Minority Ethnic (BAME) background who are unemployed, economically inactive, or working with low pay. The project will address the increased financial deprivation and labour market disadvantages experienced by BAME communities due to the COVID19 crisis.

PATH Yorkshire is a positive action organisation based in Leeds, providing employability skills training and support to Black, Asian and Minority communities for 35 years. We are recruiting for an Employment and Skills Officer to join our Employability Specialist Team in guiding and supporting participants to access personal development and skills training, gain valuable work experience, and actively apply for jobs, better paid jobs or more secure jobs. Due to the current covid19 restrictions, the successful candidate will be working combining working from home and face to face appointments, observing government/local authorities' covid19 restrictions and safety guidelines.

Path to Work is a PATH Yorkshire project funded by The National Lottery Community Fund. PATH Yorkshire is a registered charity no. 516786

Main Duties and Responsibilities

- Assess the needs and circumstances of individual participants, agreeing an Individual Development Plan to improve their employability skills and chances in the jobs market.
- Support participants to identify their barriers towards sustainable employment.

- Actively coordinate with community groups, Job Centre Plus, Hubs, and other referral organisations to recruit participants for the project.
- To monitor local job vacancies, training and volunteering opportunities which will reskill and/or upskill the participants.
- To work collaboratively with the Project Manager in organising Spotlight Events with sector-focused employer talks and real-life motivational guest speakers to encourage participants in achieving improved outcomes.
- To create and maintain accurate and detailed records, evidences, and files of participants as required by the project and PATH Yorkshire.
- Keeping timely and professional records of all interventions provided to participants including activities that the participants engaged with.
- Maintaining accurate project documentation and case studies that complies with The National Lottery Community Fund and PATH Yorkshire's service standards, quality assurance procedures and contract requirements.
- Contributing to the planning, monitoring and evaluation of PATH's service delivery and business development.
- Actively promote equality and diversity in line with PATH's Equality and Diversity Policy.
- Carry out all work in accordance with PATH's Health and Safety, Safeguarding Children and Vulnerable Adult, and other policies.
- Carry out any other duties that PATH's Project Manager and/or Chief Executive may require from time to time.

PERSON SPECIFICATION

ESSENTIAL

- Experience and proven track record in case loading and providing employability support resulting to job outcome in the UK.
- Managed workload effectively with conflicting deadlines and priorities in current or past work experience.
- Experience in supporting unemployed people to improve their employability skills by accessing training courses, workshops, and volunteering opportunities in the public, private and voluntary sectors.
- Experience in collaborative working with local services and external agencies, signposting and making referrals of participants to the appropriate services, help and support (including disability at work support) to address their barriers in gaining employment or to help participants to sustain their employment.

- Good working knowledge of the local labour market.
- Excellent organisational skills with strong administrative skills.
- Good communication and interpersonal skills; experienced in working effectively with people from different backgrounds.
- Able and will produce timely reports.
- IT proficient, particularly in Word, Excel, Outlook, Power Point, Zoom/Skype.
- Experience of being able to work with conflicting priorities and tight deadlines; and able to use own initiative to complete tasks meeting deadlines.
- Able to work from home.
- Commitment to Equality and Diversity values.

Practical requirements:

- The post will normally be based at PATH Yorkshire's Office, 29 Harrogate Road, Chapel Allerton, Leeds LS7 3PD. However, during the Covid19 lockdown/restrictions, PATH staff are working from home delivering services remotely.
- PATH Yorkshire operates a no smoking policy in its office.

TO APPLY:

Complete a PATH Application Form, which can be downloaded from <https://www.pathyorkshire.co.uk/vacancies/>

Completed application forms should be emailed to Jessica.thompson@pathyorkshire.co.uk or posted to Jessica Thompson, PATH Yorkshire, 29 Harrogate Road, Chapel Allerton, Leeds LS7 3PD. Posted applications must be received before the closing date and time.

CV submissions will not be considered as an application nor part of an application.

CLOSING DATE: Monday, 16 November 2020, 5 pm.