

Employment Support Worker

PATH Yorkshire

JOB DESCRIPTION

Responsible to:	PATH Business and Project Manager
Salary:	£22,952 per year, pro rata
Hours of work:	14.8 hours per week, Part-time Working 2 days weekly – Monday, Tuesday, Wednesday
Period of contract:	Immediate Start, Fixed term until 31 March 2023 (subject to reviews)

Job Purpose

To provide in person (face to face) Individual Employability Support Sessions to participants of the Connecting Opportunities Project in Leeds. Participants of the project are unemployed migrants aged 22 years and above, with permission to work in UK, and settled in Leeds.

The Employability Support Worker will provide one-to-one support on job applications and interview preparations of project participants. Some participants may require help in rewriting their CVs and job search.

Connecting Opportunities works with new migrants to develop their skills and opportunities to find work and be part of the local community.

Ten organisations that specialise in working with migrants are offering tailored support, cultural orientation, English language classes and other training across West Yorkshire and part of North Yorkshire (Craven, Harrogate, Selby and York). The project is also creating new local connections, with opportunities for local people to be volunteer mentors and befrienders, and for employers to provide work placements to help people get a foothold in the job market.

Connecting Opportunities is funded by the European Social Fund and The National Lottery Community Fund.

PATH Yorkshire is a registered charity no. 516786. www.pathyorkshire.co.uk

Main Duties and Responsibilities

- To support the delivery of Connecting Opportunities services, particularly enabling participants to improve their employability skills or to gain employment through one-to-one employability support and group employability support sessions.
- To keep accurate, timely and detailed records of support provided to participants.
- To maintain participants files in accordance with GDPR and PATH procedures.
- To monitor relevant job vacancies according to the participants' job and career goals.
- To provide one-to-one employability support to participants including CV writing and rewriting, job search, job applications, and job interview preparations.
- Maintaining accurate project documentation that complies with Connecting Opportunities and PATH Yorkshire's service standards, quality assurance procedures and contract requirements.
- Contributing to the planning, monitoring and evaluation of PATH's service delivery.
- Actively promote equality and diversity in line with PATH's equal opportunities policy.
- Carry out all work in accordance with PATH's Health and Safety, Safeguarding and other policies.
- Carrying out any other duties that PATH's Project Manager for Connecting Opportunities may require from time to time.

PERSON SPECIFICATION

Essential:

- Experience within the recent two years in helping/supporting unemployed people in writing and re-writing their CVs, job searching, job applications, and preparations for interviews.
- Experience in maintaining accurate and detailed files of participants.
- Good English communication skills.
- Excellent organisational and time management skills.
- Knowledge of where to access Leeds job vacancies.

- Able to produce timely reports.
- IT proficient, particularly in Word, Excel, Outlook and Power Point.
- Ability to work under pressure and to strict deadlines.
- Commitment to Equality, Diversity and Inclusion.

Practical requirements:

The post will be based at PATH Yorkshire's Office, 29 Harrogate Road, Chapel Allerton, Leeds LS7 3PD.

PATH Yorkshire operates a no smoking policy in its office.

Application Form

PATH Application Form can be downloaded from www.pathyorkshire.co.uk/jobs-and-opportunities/.

Completed Application Form with Equality and Diversity Form should be emailed to Jessica.thompson@pathyorkshire.co.uk

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