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**JOB DESCRIPTION**

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| **Job title** | | Inspire2 Work (I2W) Worker | | | | |
| **Department** | | Community Wellbeing/Youth Service | | | | |
| **Location** | | Pen-y-dre Community Education Centre/Agile Working | | | | |
| **JE ID** | | Unknown | **Date Last Evaluated** | | September 2016 | |
| **Job Purpose** | | Inspire2 Work is a regional project working across 5 local authorities and funded through the European Social Funded (ESF).  The I2W Worker will form part of Inspire2 operations alongside the Inspire2 Achieve (I2A) delivery team based in Merthyr Tydfil. The post holder will have the responsibility for engaging with young people aged 16 – 24 who are identified as not engaging in education or employment (NEET).  The I2W worker will ensure that support is delivered in a joined up and co-ordinated way and will practice non-bias, non-judgemental empathetic support through listening to young people to enable them to overcome personal and social issues that affect their lives. The I2W Worker will offer a person centred approach to determine barriers to sustained engagement in the labour market. Support will be offered in overcoming these barriers and will encompass a range of interventions all with a clear focus on the highest priority of sustainable employment outcomes. The operation will specifically support those young people at risk of social exclusion or who have complex barriers to inclusion in education, training or employment. The person centred approach will allow individuals who are both work ready and those further from the labour market to receive appropriate support.  **Short Term Objectives**  To engage young people identified as NEET through the completion of an initial assessment to identify one to one and/or group tailored support to young people aged 16 – 24 to address and overcome barriers to employment.  **Long Term Objectives**  To support young people to increase their self-esteem, develop soft skills and gain qualifications to improve their life opportunities and enable their progression into employment. | | | | |
| **Main Tasks performed** | | * To have a knowledge and understanding of the Youth Engagement and Progression Framework from Welsh Government. * To establish strong working links with Careers Wales, Engagement & Progression Coordinator (EPC), Social Services, Children Looked After, Families First, Communities First, Banardos, Youth Offending Service and other voluntary sector projects supporting young people, to increase chance of engaging and developing positive relationships with young people identified as NEET. * Complete an initial assessment and use a vulnerability profiling tool to establish support needs with a focus on their personal and social situation * Provide consistent support to young people and help to coordinate support from different services in order to improve well-being, confidence, self-esteem and in respect of crisis management * Work with young people to identify their interests and to develop these into an appropriate range of learning opportunities * Work in partnership with Careers Wales completing referrals to enable young people to access advice, guidance, career planning and a range of employability related activities * Complete participant action plans and conduct regular reviews on a one to one basis, ensuring participant involvement in the development of their Action Plan including goal setting for all participants to show distance travelled * Supervising participants engaged in a range of off-site and workshop based activities * Ability to recognise the need for specialist agency support to the participant and or potentially the family and to then make the appropriate referral and providing updates when required * Support Year 11 pupils who have exited school as NEET to progress into appropriate Employment, Education or Training through scheduling Careers Interview, visits to/from providers, support to complete applications to secure a destination * Complete monthly updates on participants to inform Careers Wales and the EPC at the NEET’s Operational Group Meetings * To complete Multi Agency Referral Forms if there are concerns about a young person’s well-being or are deemed to be at risk * Liaise with appropriate specialist agency to ensure the enhancement of participant’s personal and social development * Support the implementation of learning strategies to enable participants to overcome barriers and increase; personal efficiency, increased motivation, self-confidence, self-esteem and build resilience * Develop knowledge and understanding of qualifications to support in delivery and gather evidence to enable participants to achieve certification to an agreed standard as determined by the awarding body * Ensure the maintenance of a case file of evidence documenting distance travelled and progression following an agreed format * To work closely within the team to ensure clear communication regarding participants and network effectively with other agencies to ensure progression of participants * To attend meetings, produce reporting information on participants, attend relevant training opportunities and promotional events * Any other duties deemed reasonable as instructed by the Inspire2 Work Officer | | | | |
| **Resources**  *Items that are personally accountable to the post-holder. i.e. cash / cheques, plant/equipment, stock/materials*  *buildings* | | ICT equipment including, Laptop and head set. Any office furniture required for Agile Working. | | | | |
| **RESPONSIBILITY** | | | | | | |
| **For People** | | No line management responsibility. | | | | |
| **For Finance** | | No budget management responsibility. | | | | |
| **Communications** | | Internal and External communication with colleagues, DWP, Careers Wales, Training Providers, Social Services and other external partners. | | | | |
| **Decision Making** | | Those associated with supporting young people and in relation to the role. | | | | |
| **PERSONAL DEMANDS**  *Include here any unavoidable exposure to risk of mental / physical injury* | | | | | | |
| **Mental** | | Demands associated with engaging vulnerable young people which is why the role requires a recognised Youth Qualification or equivalent. Mandatory training; Level2/3 Youth Work Qualification. | | | | |
| **Physical** | | N/A | | | | |
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| **PERSON SPECIFICATION** | | | | | | | |
|  | | Essential | | | Desirable | | |
| **Formal qualifications** | | * Must hold 3 GCSE’s (including English Language) * Level2/3 Youth Work Qualification or equivalent * Welsh Language Level 1 * A word processing qualification or knowledge and experience of the use of Microsoft word | | |  | | |
| **Technical skills required** | | * Proven organisational skills * Strong oral and written communication skills and ability to engage with people from a variety of backgrounds * Must be computer literate | | | * Welsh language oral and written communication skills | | |
| **Amount of experience required** | | * The post holder will need to have experience of working in a learning/training environment or alternatively in a youth work setting/project * 2 year previous experience of working with young people * Experience of working in partnership with various local agencies | | | * Experience of working with young people with complex needs specifically SEN | | |
| **Personality attributes required** | | * An ability to maintain strict confidentiality * Must be diplomatic and have an outgoing personality * An ability to inspire and motivate others * An enthusiastic, committed and flexible approach * Able to work unsupervised and on post holders imitative * Negotiating and planning skills * Able to effectively deal with challenging situations and individuals * Possess an understanding of the key issues impacting on young people’s lives today * An understanding of Health & Safety, Child Protection and Data protection issues | | |  | | |
| **Special** **requirements (i.e. car driver)** | |  | | | Possession of a full clean driving license | | |
| **Manager’s signature** | | *J.Spooner* | | | | | |
| **Head of Department signature** | |  | | | | | |
| **Date** | | 04.10.2021 | | | | | |

**RECRUITMENT PACKAGE TO BE OFFERED**

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| **Job Title:** | Inspire2 Work (I2W) Worker |
| **Department:** | Community Wellbeing/Youth Service |
| **Annual gross basic salary:** | £20,092 to £22,183 |
| **Further Information** | For an informal discussion about this role please contact  Lesley Jones Tel No: 07432 585006 |
| **Hours of work:** | 37 |
| **Location:** | Pen-y-dre Community Education Centre/Agile Working |
| **Special conditions:** | None |

***Please note that it is an essential requirement for all external new starters after 1st April 2021 to be qualified in Welsh Language Level 1 (minimum) and be able to provide evidence to support this. Candidates who fail to do so will not be able to take up their position with the Authority.***