

	<p align="center">Job Description Youth Employment Initiative Assistant</p>		
	<p align="center">Document Owner: Head of Human Resources & Organisational Development</p>	<p align="center">Document No: CCH-JD-YEIA</p>	

Project funded by “European Social Fund and Youth Employment Initiative”
The duration of this project is from 1st October 2015 until 31st July 2018

Version No	Revision Date	Reason for Revision
001	March 2016	Initial Version

Directorate: Customer Services	Grade: Band B
Division Income Management & Employability	Job Evaluation Number C2724
Reports To: Youth Employment Initiative Manager	Responsible For: N/A

Job Purpose and Role:

To provide administrative support to the YEI team through effective and efficient record keeping, ensuring the records are reported in a suitable format; and to engage with 15 to 29 year olds living in the Tees Valley, not currently in employment, education or training to recruit eligible young people to participate in the project.

This post is funded through ESF and the Youth Employment Initiative (YEI) as part of the 2014-2020 European Structural and Investment Funds Growth Programme in England.

The Youth Employment Initiative (YEI) is an EU funded programme to help unemployed 15-29 year olds improve their skills and move into employment, training or education.



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Main Duties and Key Result Areas:

- To carry out a range of general administration duties that will involve completing paperwork in line with the YEI funding requirements, booking appointments, taking incoming calls and responding to general queries, recording outcomes of interventions, tracking the learners, minute taking, arranging meetings, organising travel arrangements, ordering of stationery, filing and organisation of all documentation and offering support as required.
- To support the design of effective information gathering and recording systems for the YEI project.
- To co-ordinate monitoring submissions to the lead partner.
- To engage and recruit young people aged 15 to 29 years old (not currently in employment, education or training) to the Youth Employment Initiative (YEI), and to undertake an initial eligibility check of the potential participant.
- If eligible undertake an effective and supported handover of the participant to the Advisor in a timely manner, ensuring the participant is made aware of this change.
- Liaise with partners, statutory and community groups to promote the benefits and opportunities of participation in the YEI to young people.
- Develop an awareness of other support available to young people throughout the Tees Valley and where possible sign post YEI ineligible young people to alternative provision.
- Take an active part in preparing and maintaining participant records.
- Undertake appropriate training designed to develop skills and knowledge required to undertake duties and responsibilities of the role.
- Ensure the promotion and implementation of organisation and project policies and procedures.
- Form good working relationships with the other members of the team, with the project participants and with agencies that can make referrals into the project.
- Resolve routine customer enquiries personally but more complex enquiries should be referred to the YEI Manager
- Carry out other duties within the scope of the post.

Dimensions:

Management Responsibility

There is no management responsibility

Budget Responsibility

There is no budget responsibility

Physical resource

Information or Information systems



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Environment:

ALL employees will be expected to:-

- Live the company values being fair, forward-thinking, accountable, customer focussed, open, transparent, proud and passionate, so that the highest standards of customer care can be achieved.
- Be committed to diversity and inclusion of all, promote value for money, efficient services through the removal of system waste, so that excellence in all that we do is pursued through continuous improvement.
- Contribute to development of and strive to meet departmental, team and individual targets.
- Participate in the staff appraisal and development scheme, one to one performance discussions and attend identified training to ensure continuous learning and improvement.
- Comply fully with the Code of Conduct, health and safety requirements, legislation, regulations, policies and procedures.
- Attend meetings or provide services outside of the usual working hours where reasonably requested to do so.
- Have an overall understanding of the risks and implications associated with the requirements of the role and takes appropriate action to mitigate any potential consequences

Signed: Date:

Print Name:



Job Description
Youth Employment Initiative Assistant



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Head of Human Resources &
Organisational Development

Document No: HROD-HO-

Attribute	Detail	Criteria		How Identified				
		Essential	Desirable	Application Form	Interview	References	Test	Score
Skills/Abilities	Effective verbal and written communications skills (including IT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Good organisational skills and the ability to keep accurate records for audit purposes and compliance with the funding requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Able to organise, manage and prioritise workload to meet both personal and team targets and deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Able to engage young people 15-29 years old	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Able to work collaboratively and as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Ability to work with partner organisations from the public, private and voluntary sectors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Knowledge	To demonstrate a knowledge of basic administration and office procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Knowledge of youth issues and barriers into employment or training in the Tees Valley	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Experience	Experience of providing administration support to others	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Experience in capturing and recording data	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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Attribute	Detail	Criteria		How Identified				
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	Experience of engaging or helping young people	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Qualifications	Good general standard of education	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Relevant customer service/administration qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Personal Attributes/ Circumstances	Flexible and open to change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Professional and customer orientated approach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Effective team worker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Committed to inclusion, equality and diversity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Aligned to the aims and values of the Company	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Committed to Personal and Professional Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	