

**JOB DESCRIPTION**

**REGENERATION & NEIGHBOURHOODS**

**JOB TITLE: YEI Employment and Project Development Assistant**

**DIVISION:** Economic Regeneration

**GRADE:** Band 8

**RESPONSIBLE TO:** Project Officer

**POST REFERENCE:**  107056

**Purpose of Post**

1. To find, access and maintain paid employment, training, volunteering, and work experience opportunities for Young People through case loading.
2. Assist Project Officer with day to day administration, finance and co-ordination of employability and training programmes.
3. Responsible for promoting Youth Employment Initiative to residents, agencies and partners through network events and training forums.

**Key Relationships**

* Hartlepool Working Solutions
* Job Centre Plus/DWP
* Colleges
* Employers
* Service users
* Elected members
* Training Providers
* Other Council Departments

**Main Duties and Responsibilities**

1. Responsible for the identification of young people who wish to access training, volunteering, work experience and paid employment opportunities.
2. To manage an allocated caseload ensuring individuals receive regular independent information, advice and guidance through reviews and action planning.
3. Responsible for monitoring and updating information regarding caseload within agreed departmental policies / procedures and use of interdepartmental systems. Ensuring efficient supply of monitoring information to internal officers and external funding partners as requested.
4. Responsible for the planning and implementation of pre-employability courses including route ways, working in partnership with local training providers, DWP and employers.
5. Responsible for health and safety risk assessments on voluntary placements or work placements as appropriate.
6. Work in partnership with multi agencies to support vulnerable individuals to access appropriate education and training opportunities as well as other specialist provision in order to optimise their employability.
7. Provide short term in work support to individuals where appropriate.
8. Attend relevant events or meetings which raise the profile of the department and promote services. Also deputise for colleagues as appropriate.
9. The post holder will at times be required to support and be responsible for employment initiatives such as CSCS Tests including the collection of cash.
10. Responsible in conjunction with Project Officers for implementing and maintaining monitoring and administrative systems relevant to finance, budget and beneficiaries of employment projects.
11. To work flexibly to respond to the needs of the individual and the wider services; this may include evening or weekend work.
12. To participate in professional development opportunities as required
13. To be able to travel independently.
14. Any other duties of a related nature which might reasonably be required and allocated.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: October 2015

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**