

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

YEI Support Worker

Vacancy ID: 007591

Salary: £9,606.48 - £10,132.97 Annually

Closing Date: 04/06/17

Benefits & Grade

Grade F

Contract Details

Temporary until 31 July 2018

Contract Hours

20 hours per week

Job Description

Stockton Council Learning & Skills is a high performing service that is committed to continuous improvement, ensuring that our learners receive the best opportunities possible.

This is an exciting opportunity to work on an ESF (European Social Fund) project which brings together many partners across Stockton on Tees to deliver services to young people and adults. The Tees Valley wide Youth Employment Initiative ESF project will work with 15 to 29 year olds to support them into employment, education and training and is aimed at the most vulnerable and hard to reach people identified as meeting the support criteria.

The service is seeking to appoint a Youth Employment Initiative Support Worker to join a dedicated team to ensure the project is successful and has a major impact on the lives of young people. The project will support people aged 15 - 29, including those with learning difficulties and/or disabilities, into sustainable employment or training. Applicants will need to have experience of mentoring and support to young people (15-29 year olds) ideally in an employment, education or training setting.

For detailed information on this role, please refer to the Job Description and Person Specification.

For a further informal discussion, please contact Fabienne Bailey, Learning and Skills Manager, on 01642 528814

An online application form and further information is available from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.



European Union
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Social Fund



The Youth Employment Initiative is part-funded by the European Social Fund as part of the 2014-2020 European Structural and Investment Funds Growth Programme in England.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Culture, Leisure and Events		Service Area: Learning and Skills	
JOB TITLE: Youth Employment Initiative Support Worker (ESF) - P/T 20 hours			
GRADE: F			
REPORTING TO: Youth Employment Initiative Coordinator			
1.	JOB SUMMARY: To provide mentoring and support to YEI participants in order to assist them into employment, education or training.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
1.	Direct work with the participant to help buy interview clothes, help with travel, interviews, appointments and time management.		
2.	To assist with participants with jobsearch, applications and form filling		
3.	To monitor attendance and carry out progress reviews		
4.	To track education, employment or training outcomes		
5.	To produce reports and monitoring records		
6.	To communicate regularly with the Coordinator and Project Assistant to plan and develop activity for participants		
7.	Promote the project with stakeholders including employers, community organisations		
8.	Participate in training and other learning activities as required.		
9.	Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times.		
10.	Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.		
3.	GENERAL		
<p>Job Evaluation - This job description has been compiled to inform and evaluate the grade of K using the NJC Job Evaluation scheme as adopted by Stockton Council.</p> <p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.</p>			

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Description dated February 2017



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PERSON SPECIFICATION

Job Title/Grade	YEI Support Worker
Directorate / Service Area	Culture, Leisure and Events Learning and Skills
Post Ref:	34027

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	GCSE English and maths at grade C or above Evidence of continued professional development	A qualification in mentoring, coaching, employability or equivalent	Application form
Experience	Experience of working with young people (16-29 years old) Experience of working on employment initiatives Experience of team work	Experience of community based learning and skills	Application / Interview
Skills	Ability to communicate both orally and in writing with a wide range of people and organisations Ability to work as part of a team involving people from a wide range of backgrounds including learners, businesses and external partners Confidence to work independently dealing with a wide range of issues related to employment, education and training Strong organisational skills Competent in the use of information technology applications in Word, Powerpoint, Excel and Internet	An understanding of ESF funding	Application / Interview

Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement.		Application / Interview
Other requirements			

Person Specification dated 2016



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Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from

being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.