



**Employee**

**JOB DESCRIPTION**

|  |  |  |
| --- | --- | --- |
| **Post Title:** |  | Assistant Coordinator – Routes to Work |
| **Grade and Salary Scale:** |  | H SCP 25 - 27 |
| **Department and Service:**  **Responsible To:**  **Post Ref: RR** |  | Community Learning Service, Culture and Communities  Community Learning Coordinator  R0000037 |

**Purpose of the Post:**

To provide support to the Coordinator, in the planning and delivery of the Routes to Work project.To provide individual support for 30+ unemployed participants who have significant barriers to employment.

**Duties and Responsibilities:**

1. To work with Coordinator to assist in the planning and delivery of the Routes to Work Project.
2. To deliver timely and effective Information, Advice and Guidance (IAG) to participants where required.
3. Supervision and development of Key workers.
4. Contribute to providing high quality learning and other key processes, including: IAG, learner support, health and safety, safeguarding and equality and diversity implementing improvements and staff development that results in improved outcomes for participants.
5. Assist the coordinator with embedding quality assurance across the programme including observations of key processes.
6. To work with a range of local partnership organisations including employers, schools, community groups and other referral agencies, such as Job Centres, to ensure the service meets the requirement for recruitment and progression of potential participants.
7. Assist in the promotion and recruitment of participants and employers.
8. To assist in the preparation of financial and performance related reports.
9. Respond to and where possible resolve complaints and health and safety issues
10. To accurately complete all relevant documentation to meet the requirements of the service and funding body.
11. To ensure individual and team targets are achieved in line with action plans and Key Performance Indicators.

**Corporate Responsibilities:**

* In accordance with the Equality Act 2010 where a post holder is disabled, Middlesbrough Council will make every reasonable effort to supply the necessary employment aids, equipment or adaptations to enable employees to perform the full duties of the job.
* All employees are expected to demonstrate a commitment to the principles of equality of opportunity and fairness of treatment in relation to employment issues and service delivery, and adhere to the policies of the Council relating to these issues in the performance of their duties.
* All employees are expected to respect all confidentialities and principles and practices of the Data Protection Act.
* All employees are required to comply with Health and Safety policies and legislation.
* Middlesbrough Council is committed to continuous organisational employee development. The employee is required to participate fully in all initiatives which facilitate continuous improvement in both service quality and employee development and performance.
* The above duties and responsibilities cannot totally encompass or define all tasks which may be required of the employee. The outlined duties and responsibilities may, therefore, vary from time to time without materially changing either the character or level of responsibility: these factors are reflected in the post.
* All employees are expected to demonstrate a commitment to the safeguarding of children and vulnerable adults, highlighting any areas of concern with the appropriate service and adhering to the policies of the Council relating to these issues in the performance of their duties.



PERSON SPECIFICATION

For the purposes of recruitment and selection, you will be assessed against Our Values and the criterion which are marked as Essential / Desirable in the Qualifications and Knowledge & Experience section.

**Our Values**

Our Values are a critical element of our strategy to create a brighter future for Middlesbrough. They will be at the heart of everything we do and will be the foundation for how we operate, behave and make decisions. Having these values will help you be the best you can be and help Middlesbrough to grow and thrive.

|  |
| --- |
| **PASSIONATE about Middlesbrough**   * Believe in Middlesbrough * Be proud to work for the Council * Have a ‘can do’ attitude |

|  |
| --- |
| **INTEGRITY at our heart**   * To be open, honest and transparent * Communicate well with others * Treat others with respect |

|  |
| --- |
| **CREATIVE in our thinking**   * Always look to improve * Find solutions to problems * Positive to change |

|  |
| --- |
| **COLLABORATIVE in our approach**   * Engage and consult with others * Seek feedback from others * Understand the needs of others |

|  |
| --- |
| **FOCUSSED on what matters**   * Understand the Council’s and my own priorities * Put the customer first * Deliver against expectation |





|  |  |  |
| --- | --- | --- |
| **Section 1** | **Essential**  **x** | **Desirable**  **x** |
| **QUALIFICATIONS:** |  |  |
| 1. English and Math’s at level 2 A-C equivalent | **X** |  |
| 1. IAG Level 3 qualification | **X** |  |
| 1. Level 3 Management qualification |  | **X** |
| 1. Recognized teaching qualification at level 3 |  | **x** |
| **KNOWLEDGE & EXPERIENCE** |  |  |
| 1. Knowledge of the barriers to engaging in employment and training | **X** |  |
| 1. Experience of working directly with adults who have significant barriers to learning and work which include, physical, emotional and social barriers. | **X** |  |
| 1. Knowledge of Safeguarding, Health and Safety and Equality and Diversity issues. | **X** |  |
| 1. Experience of working in a team environment | **X** |  |
| 1. Knowledge of the current employment and training market | **X** |  |
| 1. High level of ICT skills with experience of Microsoft Office and using databases | **X** |  |
| 1. Experience of working in outcome driven environments to enable to achievement of individual, team and service targets | **X** |  |
| 1. Good understanding of quality assurance systems including the common inspection framework. | **X** |  |
| 1. Supervisory experience | **X** |  |