



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.

Key Worker (Routes to Work)

Vacancy ID: 011725

Salary: £23,080.00 - £24,491.00 Annually

Closing Date: 11/04/2021

Benefits & Grade

Grade H

Contract Details

3 Posts, Temporary until 31/03/2022

Contract Hours

37 hours per week

Interview Date

29/04/2021

Job Description

At Stockton Learning and Skills Service we are driven and committed to support Stockton-on-Tees residents and businesses to meet their full economic potential whilst increasing opportunities, prosperity, wellbeing and cohesion in the communities we serve. We have a very clear mission to create a brighter future for all.

Ofsted (2018) judged the service as being a 'good' learning provider and we now strive to become recognised as outstanding in all that we do.

As part of our Service offer, we are a successful delivery partner of the Routes to Work programme which supports unemployed people to overcome barriers and enter employment. The project is a joint funded initiative involving Tees Valley Combined Authority (TVCA) and the Department for Work and Pensions (DWP).

This exciting opportunity allows the postholder to manage a caseload of participants across the borough of Stockton-on-Tees and provide them with high levels of individual service and support to overcome barriers to work and to secure sustainable employment. The successful candidate will be required to work with a range of partners and have previous experience of working with unemployed residents who may have complex needs.

Applicants must be highly motivated, enthusiastic and have the ability to engage and work one to one with those who may have complex needs and challenging behaviours to influence and secure positive change in peoples' lives.


An online application form and further information is available from www.stockton.gov.uk/jobs.

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Claire Ashley, Routes to Work Programme Co-ordinator, on 01642 528170.

The application form is available in alternative formats from 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.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: The Environment, Culture, Leisure and Events		Service Area: Learning and Skills Service	
JOB TITLE: Key Worker (Routes to Work)			
GRADE: H			
REPORTING TO: Routes to Work – Programme Co-ordinator			
1.	JOB SUMMARY: To assess, refer and provide mentoring/support to Routes to Work participants in order to assist them in overcoming barriers to work. Participants are deemed 'hard to help' due to factors such as long term unemployment, mental health issues, disabilities, complex/multiple barriers e.g. ex-offenders, substance misusers.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1	Work in a multi-agency team to identify eligible participants and make appropriate referrals to the programme.	
	2	Carry out in-depth initial assessments with participants, identify barriers to employment and personal information such as housing and welfare information, financial issues, health and wellbeing and confidence levels.	
	3	Agree and implement supportive action plans with participants to help them remove barriers and make positive steps towards employment.	
	4	Work in partnership with appropriate organisations to refer participants in to activity that helps them progress both personally, socially and economically.	
	5	Carry a caseload of participants – maintain regular communication and complete regular progress reviews	
	6	Work with the Programme Co-ordinator to report on the progress of participants and keep records of programme spend	
	7	Promote the programme with stakeholders including, individuals, employers, community organisations and partners in the project.	
	8	Engage with employers to organise work placement activity for the participants	
	9	Market the individual participants to employers to give them work opportunities including voluntary, work experience and paid placements	
	10	Participate in training and other learning activities as required.	
	11	Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times.	
	12	Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.	

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade of H using the NJC Job Evaluation scheme as adopted by Stockton Council.

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.

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.

PERSON SPECIFICATION

Job Title/Grade	Key Worker (Routes to Work)	Grade H
Directorate / Service Area	The Environment, Culture, Leisure and Events	Learning and Skills
Post Ref:	POS005329	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	GCSE English and maths at grade C or above Evidence of continued professional development IAG level 3 qualification or equivalent work related experience.	A qualification in mentoring, coaching, employability or equivalent IAG Qualification IT Qualification	Application form
Experience	Significant experience of working with people with complex needs and barriers to employment Experience of team work Experience of working in multi-agency teams	Experience of community based learning and skills Experience of working on project funded employment initiatives Experience of counselling and/or mentoring	Application / Interview

Skills	<p>Ability to communicate both orally and in writing with a wide range of people and organisations</p> <p>Ability to work as part of a team involving people from a wide range of backgrounds including learners, employers and external partners</p> <p>Confidence to work independently dealing with a wide range of issues including housing, welfare, finance, employment, education and training</p> <p>Strong organisational skills</p> <p>Competent in the use of information technology applications in Word, Power point, Excel and Internet</p>	An understanding of employment related funding	Application / Interview
Specific behaviours relevant to the post	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>A willingness to train further as deemed appropriate for the post holder</p>		Application / Interview
Other requirements	Car user		

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.