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| **Job Description** |
| **Post title** | Workplaces Project Coach  |
| **JE Reference No** | N11483 |
| **Grade** | Grade 7 |
| **Service** | Children and Young People’s Services |
| **Service Area** | Education and Skills; Progression and Learning |
| **Reporting to** | Workplaces Project Coordinator  |
| **Location** | Your normal place of work will be a named location (TBC), but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post is subject to an enhanced disclosure. |
| **Flexitime** | This post is eligible for flexitime. |
| **Relevant to this post** | This post is funded until March 2025. |

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| **Description of role** |

The Workplaces Project is a programme funded through County Durham’s Poverty Action Group to provide opportunities for school students to gain a valuable insight into the world of work and to find out about the skills and aptitudes that employers value through bespoke visits to workplaces. The students are able to learn about specific employment sectors, different job roles within those sectors, as well as recruitment processes.

The role of Workplaces Project Coach is to engage with schools and employers in order to arrange visits for groups of identified students. The Workplaces Project Coach will deliver a carefully designed programme including preparatory workshops to enable identified students to learn about employment sectors, job roles, entry routes, as well as skills and aptitudes that employers value; bespoke visits to employers, covering specific sectors and consisting of tours of the workplaces and opportunities to meet with employees, in order to learn about their experiences of work, as well as their personal journeys; review and monitoring to enable each student who participates in the project to review their visit in order to embed learning and receive mentoring support to ensure they have a progression plan in place.

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| **Duties and responsibilities** |

* To liaise with school staff in order to identify appropriate students for engagement in the Workplaces Project and to ensure that delivery of the programme meets the needs of students and contributes to the school’s curriculum.
* To engage employers from different sectors in order to arrange visits for school students. This includes agreeing a planned programme of activities during the visit e.g. a tour of the employer’s premises, opportunities to meet with employees in various job roles, learn about recruitment processes etc.
* To undertake health and safety audits as necessary, prior to an employer visit taking place.
* To co-ordinate, plan and deliver groupwork interventions and activities to school students identified for the Workplaces Project, as part of a planned programme of support.
* To provide appropriate Information, Advice, Guidance and support to young people engaged with the Workplaces Project.
* To provide mentoring support to school students identified for the Workplaces Project to ensure they have a plan in place to ensure they make a successful progression into sustained education, employment or training.
* To undertake assessment of need in relation to barriers to progression utilising assessment techniques and tools in order to plan and deliver successful interventions.
* To work with other agencies and services in order to provide support to young people.
* To utilise creative approaches in order to engage and maintain contact with harder to reach school students.
* To work in the interests of school students through challenging stereotypes and promoting equal opportunities.
* To ensure that all Workplaces Project activities are fully evaluated and utilised as a tool for continuous improvement, as directed by the Workplaces Project Coordinator.
* To engage school students in effective dialogue, in order to review and improve delivery of the Workplaces Project.
* To work collaboratively with colleagues across the Service and the Local Authority, in order to maximise opportunities for shared working and development.
* To support the Workplaces Project Coordinator to produce evaluative reports and statistical information, as required – including case studies.
* To undertake research in order to identify innovative ideas and approaches to delivering the Workplaces Project activities.
* To manage own caseload, using the Local Authority CCIS (Client Caseload Information System) and other case management systems as appropriate.
* To accurately maintain and update client records using the Local Authority’s Client Caseload Information System, in order to contribute to accurate Management Information.
* To undertake professional development appropriate to the role, as identified through annual appraisal, as well as support and supervision.
* To ensure effective safeguarding and child protection arrangements are followed, in line with the Durham Safeguarding Children Partnership and Durham County Council policy and guidelines.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager*

 **Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualification** | * Level 3 qualification in a relevant field e.g. Information, Advice and Guidance, Youth Work, Employment Related Services, Education and Training etc.
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| **Experience** | * Experience of working with young people, including those who are vulnerable and at risk of becoming NEET.
* Experience of providing information, advice, guidance and support to young people.
* Experience of successful employer engagement.
* Experience of working with schools, employers and other partner organisations.
* Experience of designing, planning and delivering group work activities to young people in an education setting.
* Experience of using creative approaches to engage young people in activities.
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| **Knowledge / Skills** | * A person-centred, empathetic and non-judgemental approach to working with young people.
* Knowledge and understanding of post-16 learning and career pathways available to young people.
* Knowledge and understanding of the skills, qualities and aptitudes that young people require to help them progress into the world of work.
* Knowledge of labour market trends.
* Knowledge and understanding of approaches to group work that work well in engaging young people.
* Understanding of issues / potential barriers relating to young people and their future progression into sustained education, employment or training.
* Ability to communicate effectively with a range of individuals, including schools, employers, colleagues in the Local Authority.
* Action planning and goal setting skills
* Effective negotiation skills.
* Effective sellings skills.
* Good communication and interpersonal skills.
* Good written skills and an ability to produce clear and understandable lesson plans and reports.
* Good organisational skills.
* Ability to prioritise and manage own workload.
* Ability to use ICT including Outlook, Microsoft Office.
* Ability to use Teams, Zoom and other online communication platforms.
* Ability to use Facebook, LinkedIn, and other social media platforms.
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| **Personal Qualities** | * Confident approach.
* High level of professionalism
* Hold high aspirations for young people.
* Flexible approach to working in schools and visiting employer premises across the Local Authority area.
* Personal resilience.
* Commitment to delivering a high quality service to young people, schools, employers and partner organisations.
* Adaptability, flexibility and capacity to work effectively under pressure and to tight deadlines.
* Ability to work under direction and to use own initiative when appropriate.
* Ability to motivate self and others.
* Ability to work as part of a team making active contributions to support its success.
* Willingness to undertake ongoing professional development.
* Commitment to Equal Opportunities.
* Access to a car or means of mobility support (if driving, must hold a full current UK driving licence and appropriate insurance).
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