

NEET Engagement Worker

Reports to: **Senior Practitioner Careers and Guidance**
Direct reports: **None**

Evaluation: **437 points**
Grade: **N5**
Reference: **A5358**

Purpose

To reach out and engage with young people who are NEET and support them to access services and support from the Careers and Guidance team and other support services and education providers.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. To engage with identified young people who are NEET through home visits, telephone calls and emails etc to help them access the careers guidance team and other support services.
2. To use different approaches/techniques to engage young people and their families in discussions about education, training and employment options.
3. To deliver job search and NEET support sessions with identified young people in the Skills Hub and other community locations.
4. To undertake visits and deliver information sessions where appropriate to youth provision/family hubs and other support providers where NEET young people may be.
5. To liaise with other support services and providers in relation to post 16 education and training.

6. To develop resources and information for use with NEET young people.
7. To undertake duty/drop ins at Careers team bases around the City.
8. To support the Careers team at NEET prevention/outreach events such as parents evenings/career days etc.
9. To maintain and update caseload management systems of work undertaken.
10. Any other duties that may be deemed appropriate by the Senior Practitioner Careers and Guidance.
11. To promote and implement our Diversity, Equality, Equity, and Accessibility policy in all aspects of your employment.
12. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.