

Job Description – Resilience Mentor ESF



Prospects, delivering on behalf of



Post	Resilience Mentor working on the Careers Support Advice Package (CASP) funded by DWP
Job Purpose	Support DWP in moving customers off benefit and into sustainable Employment. To focus support on 18–24-year-old claimants who have been impacted by COVID -19, particularly providing additional help for disadvantaged customers who may not be able to access support through mainstream provision or where provision is not able to adequately meet their needs.
Salary Scale	£27,000. A defined contributions pension scheme will be available with these posts.
Location	Bexley office (BYA) and other outreach centres in Bexley.
Line Manager	Service Manager- Bexley

CASP at BYA - FSF Partnership Grant Funding initiative (Community Budget)

Purpose

To support the DWP's ongoing priorities in South London for 2020/2021. The focus is on supporting those impacted by Covid-19; disadvantaged 18–24-year-old groups by removing barriers to work; improving employability and helping people gain sustainable employment.

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1. To deliver the 13 weeks CASP programme (according to the support needed by the participant) which is aligned with the principles of UK career development learning outcomes - decision making, opportunity awareness, transition learning and self-awareness
2. To work in partnership with DWP 18-24 Job coaches, Disability employment advisors, Employer advisor, Carer leaver advisor, Youth employability coach and any other organisation relevant to the support of the customer.
3. To manage a caseload made up of existing & referred customers from the DWP. Balancing providing ongoing coaching, mentoring support to those already on programme whilst running enrolment sessions and initial assessments for new customers.
4. Identify relevant opportunities, work experience, accredited employability programme, and identify a clear learning and career pathway to employment.
5. Place customers into employment/ apprenticeships provision in line with Profile outcomes
6. Undertake innovative or developmental work to improve outcomes for customer
7. Maintain computer and/or manual record systems. To produce a range of reports which include but is not exhaustive, performance against target report, impact reports, customer feedback reports, case studies and input to the monthly contract meeting reports. Tracking and monitoring of customers progression
8. Actively promote equality and diversity, recognise, and actively challenge stereotyping, prejudice and discrimination ensuring that these principles permeate all working practices.
9. Be fully conversant with safeguarding for vulnerable adults.

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10. Any other duties appropriate to the level of the post

Personal Specification

- Experience in coaching, mentoring, careers guidance or a related field, a relevant qualification at Level 4 desirable.
- Experience of working with Post 16 students who may be facing barriers to getting closer to the job market, finding sustainable employment/apprenticeships or not having a clear relevant career goal.
- Experience of working in a target driven environment and demonstrable evidence of success
- Knowledge of the education, employment, and training field
- A high level of self-motivation and an ability to manage conflicting pressures and deadlines
- Ability to establish and maintain relationships with a variety of people at different levels within a range of organisations
- Experience of carrying out a range of skills and resilience assessments to ensure the bespoke offer is tailored to individual's employment and vocational needs.
- High level of self-motivation; an ability to achieve targets, work remotely and monitor own work and performance
- Able to demonstrate successful training programmes delivered and developed ; to articulate impact.
- Ability to make use of the company's computerised systems and maintain accurate paper records
- An understanding and active commitment to equality and diversity
- Proven track record of delivering a blended or virtual training programme/ service.