

Job Description

Job Title: Careers Planner JET (Job, Education and Training)

Reports to: Service Manager

Location: Bexley

Purpose

To work intensively with a caseload of young people seeking employment, training or education opportunities. Offer different, bespoke approaches depending on the needs of the young people and will include developing employability activities/accreditations that develop young people; secure on site EET outcomes e.g. traineeships, qualified careers guidance and provide an agile service that adapts to the changing needs of NEET young people in Bexley. Support young people to sustain their education or training outcome. Use data analysis to effectively target resources.

Main Duties and Responsibilities

1. Work intensively with a caseload of NEET young people and move them into sustained positive outcomes as part of the Inspire Me model
2. Carry out an appropriate initial and ongoing assessment of need e.g. Resilience Compass to ascertain key barriers to engagement in EET of each young person referred.
3. Ensure the Inspire Me part of the model is delivered and the whole Engage Me, Enable Me and Inspire Me model is coherent and joined up.
4. Work across Engage, Enable and Inspire Me teams to carry out triage assessment to all referrals to BYA/service provision and identify most suitable support
5. Broker innovative and bespoke job and training opportunities for those on caseload
6. Provide monthly analysis as part of KIT meetings with the line manager of progress against caseload and progress of those young people with a Resilience Compass action plan
7. Develop resources and engagement activities around the Bexley and SE London post 16 opportunities suitable to deliver virtually as well as face to face dependent on the needs of the young person and education institution.
8. Use IYSS data to identify emerging groups potentially at risk and with the SM or SCP ensure newly identified at risk young people are caseload and monitored to ensure they are progressed.
9. Meet monthly contract (KPI's) around NEET and not known and NEET to EET which relate to the Engage me / Inspire Me part of the model e.g. meet NEET, unknown KPIs and avoid financial clawback

10. Ensure there is no KPI clawback by meeting KPIs, recording effectively on IYSS and developing innovative initiatives that inspire and progress young people in line with the Inspire Me model
11. Participate in online parent and carer information events and the digital Enable Me / Inspire Me Offers
12. Organise and deliver programmes of small and large group work to help young people engage with and progress in learning and training
13. Support the Social Media Executive to develop the digital Inspire Me offer including case studies and content to ensure NEET and most vulnerable have access to a digital as well as face to face (Blended) service.
14. Provide information, advice and guidance on learning and work for young people and referral to suitable opportunities.
15. Agree service level agreements and referral protocols with key stakeholders and collaborate with them to create and secure outcomes for at risk of and NEET Bexley residents.
16. Manage a caseload of young people, which includes recording information on a CCIS compliant database to capture progress and monitor outcomes to ensure progression.
17. Visit and liaise with local employers/ training providers and present to staff/ schools LMI information appropriate to support the work with young people, ensuring local and London based knowledge on educational landscape and emerging job market.
18. Make use of ICT in undertaking the duties of the role and as required in the course of his/her employment.
19. Actively promote equality and diversity, recognise and actively challenge stereotyping, prejudice and discrimination ensuring that these principles permeate all working practices.
20. Commit to a self-reflection of practice as the basis of continuous improvement.
21. Work with voluntary, statutory and community agencies and commercial bodies to ensure a coherent approach to overcoming barriers to learning and employment faced by young people.
22. Advocate and represent the interests of young people with opportunity providers, social agencies and other services when this requires substantial and sustained representation of their interests.
23. Be prepared to work with young people in community pop ups, partner premises, in young peoples' homes/gardens.
24. Network with other professionals/advisers to understand their services and role in supporting young people and to develop appropriate links
25. Work together with partner organisations to provide innovative and alternative ways of providing services including providing specialist services.
26. Work with parents, carers and families to support young people.
27. Mentor and support trainee colleagues
28. Any other duties appropriate to the level of the post

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

Person Specification Job Title: (E=Essential D=Desirable)
SKILLS AND CORE COMPETENCIES
Technical competency (qualifications and training) One of the following qualifications (E): <ul style="list-style-type: none"> • L4 in Guidance or Advice and Guidance • L4 Employability qualification • L4 equivalent qualification relating to working with young people and supporting them to progress (life coach, mentor etc) And: <ul style="list-style-type: none"> • L3 Education and Training award (PtLLs) or willingness to complete it (D) • Prepared to undertake and meets the requirements for any additional qualifications
Experience of (all [E] unless indicated) <ul style="list-style-type: none"> • delivering accredited and non accredited courses to young people (D) • brokering job, training and education opportunities for young people far from EET • liaising with and working in educational institutions and other stakeholders to identify young people who are at risk of or NEET and to target support to ensure they move into EET • working with young people in formal or informal settings
Skills and Attributes (all [E] unless indicated) <ul style="list-style-type: none"> • Ability to develop productive professional relationships with young people with multiple barriers with the persistence and resilience to support progression of those young people • Organises work targets and manage conflicting pressures and deadlines • Ability to use ICT (minimum requirement is an ability to use word and powerpoint and able to follow instructions for the inputting and retrieval of information from a database) • Able to work flexibly including some evenings and Saturdays • Takes responsibility for planning work and delivering team targets • Demonstrate an understanding of the barriers facing people from vulnerable groups and a commitment to actively promoting and helping young people to progress (D) • Able to progress young people from key vulnerable groups into EET e.g. SEND, EHE, LAC and YOS

Personal qualities, communicating and relating to others (all [E] unless indicated)

- Ability to work under pressure and meet contract KPIs
- Communicates well with individuals and groups using a variety of media (D)
- Demonstrate an understanding and active commitment to equality and diversity
- Commitment to continuous professional development

Safeguarding

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E)
- This post requires a Disclosure and Barring Service Check at an enhanced level (E)

Other

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)