

Job Description

Job Title: WHP JETS Vacancy Coordinator

Reports to: WHP JETS Team Leader

Location: Home Based covering Central Region or Home Counties

This role is working on a DWP Work and Health Programme - Job Entry: Targeted Support (WHP/JETS)

Purpose

As a WHP JETS Vacancy Coordinator you will be providing support to the Employer Account Manager Team, the Employment Advisor teams and our Network Delivery Partners to guide and encourage participants to overcome barriers to employment and achieve realistic job goals, by applying for appropriate roles and training. This will be mainly delivered remotely via phone, video conference and other digital channels.

The role holder will be expected to work closely with our Operations Network Delivery Partner, Employment Advisor and Employer Account Manager teams to identify and refer suitable participants to vacancies and Sector Routeways. They would also identify and support participants to apply for vacancies available in the local area, working with our Network Delivery Partners. The role holder will be required to build strong relationships with our Network Delivery Partners to understand their offerings and subsequently identify appropriate interventions for our participants to be referred to whilst applying for roles. The role may also involve re-building participant confidence and self-efficacy following a period on unemployment.

Main Duties and Responsibilities

1. Work with Employment Advisors to identify suitable participants to refer to Employer Account Manager vacancies
2. Identify bulk vacancies available in the local area (in addition to those held by Employer Account Managers) and work with our Network Delivery Partners to support participants to apply for appropriate roles.
3. Achieve monthly targets and KPIs including job starts and referrals to sector routeways. Maintain participant records in line with contract and funding requirements.
4. Refer participants to internal and external provision including our Network Delivery Partners and Work Sector Academies delivered in partnership with Shaw Trust

5. Maintain awareness of employment opportunities available within your designated geographic area and source bulk vacancies with employers for our participants to be referred to
6. Sifting and shortlisting applications, scheduling interviews and assisting with preparing interview packs
7. Maintain an up to date working knowledge of the local labour market, training opportunities and relevant support agencies.
8. Ensure regular communication with Participants, Employment Advisors, Employment Account Managers and Supply Chain Partners is maintained and recorded for the efficacy and duration of the programme.
9. Re-building participant confidence and self-efficacy in the post-COVID landscape through supportive interaction and sign-posting to required activities and training.

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 an Equality and Diversity 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 participants, 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. Be aware of, promote and implement Shaw Trust's Quality and Information Security Management Systems.
8. To report to Line manager, or other appropriate person, in the event of awareness of bad practice.
9. Recycle and manage energy within your environment.
10. Ensure that good practice is shared across employment services and with the wider organisation.
11. Actively promote and embed the Trust's behaviours.

This role description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p style="text-align: center;">Person Specification</p> <p style="text-align: center;">Job Title: JETS Vacancy Coordinator</p> <p style="text-align: center;">(E=Essential D=Desirable)</p>
SKILLS AND CORE COMPETENCIES
<p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none"> • Minimum of GCSEs grade 4 in English and Maths or equivalent. (E) • Information, Advice and Guidance qualification or equivalent. (D)
<p>Experience</p> <ul style="list-style-type: none"> • Experience in recruitment or excellent administrative/coordination skills (E) • Experience of working in the employment and skills sector and delivering to specified targets, quality standards and compliance measures. (D) • Experience in action planning to manage the progression of others (E) • Experience in using motivational and action planning techniques to manage the progression of participants into sustainable work opportunities. (D) • Ability to identify individual participant's motivators to enable them to take ownership of their goals and actions. (E) • Experience of providing one to one support or coaching and positively influencing other people's professional or personal development. (D) • Strong track record in achieving individual and team performance targets. (E) • An understanding of the local and regional labour market and employment issues within one or more sectors or industries (E) • A practical understanding of recruitment and selection processes within one or more sectors or industries (E) • Knowledge of employment law and disability legislation such as Employment Law, Health and Safety, Equality and Diversity, etc. (D) • Ability to problem solve and respond appropriately to a variety of situations. (E) • Ability to manage, support and review a caseload to achieve targets and participant progression. (E) • Flexibility to cope with the varying demands of the role, managing time effectively to achieve the desired results and willing to travel. (E) • Comfortable working remotely using a range of digital channels including phone, video conferencing, instant messaging and email. (E) • Good administration, IT and organisational skills with good experience of using MS office software. (E) • Solutions focused with ability to work under pressure (E) • Ability to work on own initiative and as part of a team. (E)
<p>Safeguarding</p> <ul style="list-style-type: none"> • 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 a Basic level (E)
<p>Other</p> <ul style="list-style-type: none"> • Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity (E)

