

Employment Support Officer, Leicester City Centre, LE1**£23,812 pa. Full Time, 35 hours – 2 posts****Fixed term to February 2022, extension possible**

The Getting Ready for Employment and Training (GREAT) project has been operating since 2017, to support families move into training and employment across Leicester city and the wider county. As a project led by Voluntary Action LeicesterShire (VAL), we work in collaboration with several organisations to deliver effective and tailored services to participants.

Our current partnership includes Business in The Community, Optima UK and Personal Development Point

Each participant is allocated to a specialist Employment Support Officer for 1-2-1 support during their time on the project. We also provide a wide range of group sessions to help develop work-skills and general wellbeing. These sessions include practical job searching and interview skills, new media skills (such as LinkedIn), and behind the Scenes Tours with local employers, which have included Fareshare and the Y Project. In addition to confidence building workshops and dedicated health & wellbeing support.

The project is funded by the European Social Fund and The National Lottery Community Fund. <https://valonline.org.uk/the-great-project/>

Applicants will need to demonstrate experience in supporting individuals to identify and achieve personal goals combined with an established understanding of barriers preventing families from engaging with support linked to employment, education and training.

The role requires a superb communicator with an established track record in providing impactful support and training and experience of working in diverse communities. Proven skills in engaging and motivating individuals (both face to face and remotely) to achieve outcomes and an ability to develop high quality information and resources are also necessary.

You will have a proactive and dynamic approach, excellent technical and organisation skills, a keen eye for detail combined with the ability to process detailed information, manage complex processes, prioritise and multi-task. The project team works with structured processes and to tight timelines and targets, so flexibility and a “can do” attitude are a must.

Voluntary Action Leicester is a sector leading diverse and ambitious organisation, with a vision for growth. You will benefit from a competitive salary, a flexible and supportive working environment, 25 days annual leave, rising with service, plus bank holidays and a 6% employer pension contribution.

Closing date: 12pm (noon) Wednesday 24 March 2021
Interviews: 8 and 9 April 2021

Application form and detailed information about the GREAT Project and the role can be found on our website <https://valonline.org.uk/work-for-val/>

For further information on the GREAT Project, please visit <https://greatproject.org.uk/>

For an informal discussion about this role, please contact Chantal Brotherhood, GREAT Project Team Manager chantal.b@greatproject.org.uk