

# VAL Jobs

## Key Worker - Youth Employability Support (YES) Project

### Job description

<b>Job purpose:</b>	To provide one-to-one mentoring support to participants with a particular focus on providing support to young people to access employment and further education and training. To setup and run a Youth Leadership Group, which will help to scrutinise and develop the YES Project
<b>Responsible to:</b>	Keyworker Lead

#### 1. Main aims of the role

- Support young people to access employment and further education and training opportunities
- Provide in-depth, high quality support to a specific cohort of young people
- To ensure that young people exiting the project achieve job search outcomes as a minimum
- Set up and run a Youth Leadership Group to support the development and scrutiny of the YES Project
- Enable young people to develop and grow through supportive mentoring
- Support the programme management team to meet its performance reporting requirements

#### 2. Main activities of the role to deliver the aims

- Be the key worker for a cohort of young people, including developing learning plans, conducting needs assessments and creating tailor made support packages
- Provide direct mentoring and employment advice support
- Broker access to wider YES provision for participants
- Support in the delivery of the BeMe sessions and run regular, creative sessions to support participants, and develop social interactions
- Provide the Executive Project Manager and Project Board with feedback on project performance from the BeMe Group as needed
- Support in the delivery of Say YES to activities and provisions which include sports, play and leisure activities
- Capture data, develop robust participant file and contribute to the programmes monitoring and evaluation requirements.
- Work closely with YES partners to ensure support for young people is aligned and complementary
- Promote and advocate on behalf of the project with a range of stakeholders

### 3. Supporting the development of VAL and its people

- Be an effective ambassador and representative for the Project and organisation including all VAL's BBO projects.
- Participate positively in the development of plans, projects, performance management, team and organisational development.
- Maintain data, statistics and information on the delivery of the programme in line with existing reporting processes and as required for the role.
- Build and maintain effective relationships with internal and external colleagues, including working collaboratively across the team and the organisation.
- Be accountable to the organisation and colleagues for your actions, actively supporting the values of the organisation.
- Support team members to deliver the YES targets and outcomes.
- Ensure the health and safety of staff, volunteers, participants and service users of the wider organisation.
- Encourage and promote equality and diversity both internally and externally
- Undertake any other reasonable duties in line with the aims of the post.

### Person Specification

The person specification sets out the essential qualities that we are seeking for his post. Please ensure that your application demonstrates how you meet the criteria. You may include paid and voluntary work or other relevant life experience.

Supporting young people	<ul style="list-style-type: none"> <li>• Experience of working with young people aged 15 - 24</li> <li>• A proven track record of providing support services to achieve positive outcomes for diverse groups of people</li> <li>• Experienced in supporting and mentoring people with complex and multiple barriers</li> <li>• A track record of undertaking needs assessments, developing learning plans and implementing support packages.</li> </ul>
Managing, supporting and working alongside people	<ul style="list-style-type: none"> <li>• The ability to work effectively within a programme management team, including taking a leadership role and designating work to other team members.</li> <li>• Experienced in working closely with colleagues across a range of organisations and sites</li> </ul>
Experience of different communities	<ul style="list-style-type: none"> <li>• Experience of working within different geographical communities such as urban, suburban, small towns and / or rural and communities of interest.</li> <li>• Able to demonstrate how community diversity impacts upon this role.</li> </ul>
Equality and diversity	<ul style="list-style-type: none"> <li>• Encouraging and promoting equality and diversity in the delivery of services and experience of working effectively with people from a range of backgrounds.</li> </ul>
Building relationships	<ul style="list-style-type: none"> <li>• The ability to build and maintain effective relationships with colleagues and partners in all sectors</li> </ul>
Organisational skills	<ul style="list-style-type: none"> <li>• Taking personal responsibility and a proactive approach to planning and performance managing a varied and complex workload, prioritising demands and working to tight deadlines</li> </ul>

Approach to work	<ul style="list-style-type: none"> <li>Having a customer service focus, and a positive “can do” approach to advice and support provision, dealing with difficult situations and changing environments calmly and effectively</li> </ul>
Presentation skills and oral communication	<ul style="list-style-type: none"> <li>Excellent communication skills with a diverse range of people and organisations through a range of mechanisms such as face to face, telephone and electronically, including ability to engage with Delivery Partners.</li> <li>Experience in developing and delivering presentations on project data and research findings to a range of audiences</li> </ul>
Written communication and developing information resources	<ul style="list-style-type: none"> <li>Excellent writing skills and the ability to develop information resources for the YES Project, funders and stakeholders</li> </ul>
ICT Skills	<ul style="list-style-type: none"> <li>Proficient in ICT packages including word processing, email and internet, spreadsheets and databases</li> </ul>
Continuing Professional Development	<ul style="list-style-type: none"> <li>Minimum of 5 GCSE’s grade C or above, including English and Maths</li> <li>Evidence of continual development of knowledge of skills is required</li> </ul>
Hours of working	<ul style="list-style-type: none"> <li>Able to work some evenings and occasionally at weekends</li> </ul>
Travel	<ul style="list-style-type: none"> <li>Ability to travel regularly within the city and county and occasionally nationally</li> </ul>

**This does not form part of your contract of employment – June 2022**