Job Title: Foundations To Employment Co-ordinator

Grade: 08

**Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

**Our Outcomes**

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth.
* Live in thriving and sustainable communities
* Be healthier and more independent for longer.

**Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and the people of Staffordshire.
* Courageous – We recognise our challenges and are prepared to make
courageous decisions.
* Empowering – We empower and support our people by giving them
the opportunity to do their jobs well.

About the Service

The Care Leavers Offer Team is focused on developing and delivering the best possible service to our young people Leaving care. We are responsible for ensuring that Staffordshire’s ‘Offer’ to Care Leavers is robust, and the delivery of that offer is consistent for care leavers across all of the district teams

The team consists of Housing Personal Advisors, Foundations to Employment and a Welfare Benefits Officer. The team are responsible for providing technical expertise to support our Personal Advisors and Senior Practitioners for PAs on the district teams.

Our team acts as a champion and advocate for Care Leavers, ensuring that needs of Care Leavers are understand and visible. And to engage with Care Leavers to ensure that they have a voice in the design and delivery of Care Leavers Offer and other services.

In accordance with the Children (Leaving Care) Act 2000 there is a duty to enable young people leaving care to fulfil their potential in education, training and employment. This responsibility is laid on local authorities generally as corporate bodies and the key objective is to encourage and assist more young people to stay in learning (education, training, or a job with training), including removing barriers to participation and achievement, so that an increasing number have the qualifications and/or experience they need for further education or the world of work and consequently social inclusion.

Reporting Relationships

Responsible to: Team Manager – Care Leavers Offer Team

Responsible for:

Key Accountabilities

1. Utilise and add to a current library of work experience opportunities and partnerships available either within Staffordshire County Council or with other Public, Private, or Third Sector employers.
2. Identify employability services for all care leavers including specific groups i.e. young people with learning difficulties and disabilities, young offenders, young parents, black and ethnic minorities, unaccompanied asylum seekers.
3. Prepare learners for work experience by planning and delivering a employability skills training programme. Monitor and steer the young people through a 10-week work experience placement.
4. Assist the Social Worker/Personal Adviser by incorporating and leading the young people from the project into a network of other relevant agencies and appropriate and available education, employment and training provision.
5. Undertake regular reviews of young people’s situations, use the outcome to formulate new arrangements and plans in conjunction with our young people and other agencies.
6. Maintaining records (electronic and paper) in line with Directorate policies and procedures in relation to recording information about children and families.
7. Working in partnership with colleagues within the Directorate and outside agencies to identify, place and support young people through a successful work placement.
8. Ensuring that work they are responsible for contributes to the achievement of all agreed performance targets at an individual, team and divisional level.
9. Participating and contributing to the formulation of new initiatives, and policy across the Directorate as appropriate
10. Identify best practice, local, regional and national to shape practice and our offer for Care Leavers.

Any other duties commensurate with the grading and nature of the post.

The role will involve transporting young people in relation to their work experience.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident****Scheme\*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications*** 5 x GCSE’s or equivalent, including Math’s and English
* Educated to level 4 in a subject related field and relevant experience.
* Appropriate Assessor qualification
* A relevant teaching qualification to Level 3 certificate or equivalent
 | A/I |
| **employer_small** | **Knowledge and Experience*** Experience working with children in care and care leavers in a social care setting e.g. Social Services, Education or Youth Work.
* Experience of working with young people in a range of settings to delivering education/training courses and raise their aspirations.
* Experience of working within Ethnic Minority Communities. And awareness of the needs of minority ethnic groups when leaving care, including UASC young people.
* Experience of working with and understanding the needs of teenage parents and teenagers who are pregnant*.*
* Experience of project evaluation and consultation to improve service delivery.
* Understanding of the education, training and work experience needs of young people, and the opportunities open to them.
* Knowledge of the accommodation needs of young people.
* Knowledge of the Benefits System and how this can impact on young people leaving care, and their education, employment and training opportunities.
* Experience in the delivery of basic math’s and English skills
* Understanding of the main principles within the Children (Leaving Care) Act 2000
* To be able to recognise risk, and to understand the need to share such information with relevant professionals
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| **employer_small** | **Skills*** Demonstrable ability to form constructive relationships with young people from a diverse range of backgrounds.
* Demonstrable ability to advocate young people’s needs to other service providers.
* Written and verbal communication skills that enable communication at all levels.
* Competent in using Information Technology and to be able to accurately record information on children’s files in line with Data protection legislation
* Able to work on own initiative.
* Flexible, and able to work occasional unsociable hours to meet the needs of our young people
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This post is designated as essential car user

**** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting

Talent & Resourcing Team 01785 278300

**Shared Services on 01905 947446**