

JOB DESCRIPTION

Job Title:	Employability Lead
Reporting to:	Senior Zone Coordinator
Responsible for:	Sessional Workers, Volunteers and Young Leaders
Location:	Mahdlo Youth Zone, and various locations across Oldham
Contract:	21 hours per week, Permanent
Salary:	£27,183 per annum (pro rata)

Our Vision

To empower Oldham's young people to thrive through excellent youth work

Our Mission

To provide opportunities to raise aspirations and support young people to reach their full potential through the delivery of high-quality experiences, ensuring youth voice is a golden thread in shaping everything we do

Our Values – The Way We Work

Passion

Respect

Inclusion

Dependability

Excellence

Job Purpose:

To lead in planning and delivering our Employability programme supporting young people aged 8-19 (25 with a disability) to positively access activities to develop their skills and enable them to achieve.

Main duties and responsibilities:

- To develop and deliver an engaging employability programme that motivates, encourages and supports young people. Designing programmes to facilitate positive outcomes for young people; developing their confidence, self-esteem, social skills and skills for work.
- To ensure that the employability programme is high quality, innovative, and suits the needs, abilities, interests and experience of young people
- To work directly with young people across a range of Mahdlo's weekly sessions.
- To work closely with the fundraising team to connect with local businesses to promote opportunities for young people.
- Ensure programmes target disadvantaged and disengaged young people, promoting inclusion and cultural cohesion.

- To manage a budget and other resources effectively to maximise the benefits to young people.
- To create opportunities for accredited and recorded learning.
- To monitor, record and evaluate work and provide reports and information as required in order to ensure a consistently high-quality youth work provision and demonstrate the impact of the Youth Zone.
- To work with Mahdlo's marketing function to ensure the offer is marketed effectively across the borough so existing and new members are informed of what is on and how they can get involved.
- To manage funded projects as and when required to ensure they are delivered on time, are within budget and within scope; and to complete reports requested by external funders.
- Ensure the participation of young people and that their ideas contribute fully in the planning, delivery and evaluation of sessions, projects and activities.
- To contribute to Mahdlo's business and strategic planning and ensure employability offer meet the targets agreed in the annual business/strategic plan; operating in line with Mahdlo's values and principles.
- To have responsibility for promoting and safeguarding the welfare of children and young people at all times.
- To understand and adhere to Youth Zone policies and procedures and ensure all staff and volunteers responsible for do likewise.
- Any other work requested by your line manager that relates to the role.
- The contracted hours of work are 21 hours per week, and will be worked flexibly in line with the needs of Mahdlo and its key activities. Along with daytime hours, you will work regular evenings and weekends and occasionally Youth Zone events.

General Requirements:

- Contribute positively to a range of exciting activity programmes for children and young people in the hub and districts that will challenge, stimulate and provide new opportunities, in line with the Mahdlo six key themes: Get Active (Sports); Get Creative (Arts); Get Sorted (personal development, crime prevention and health and wellbeing); Get Outdoors (outward bound and environmental activities); Get Connected (leadership, volunteering and citizenship); Get Ahead (employment and enterprise).
- Work diligently to meet the requirements of this job description
- Always seek to continuously improve so that the highest quality standards are achieved
- Participate positively in internal/external meetings and training as required
- Positively participate in one to ones and appraisals
- Ensure that all relevant policies, procedures and working practices are adhered to at all times
- Work in accordance with Mahdlo's culture, values, aims and objectives
- Act as a positive ambassador for Mahdlo at all times
- Positively contribute to Mahdlo's team working environment, taking ownership of issues and supporting colleagues where appropriate
- Be flexible and willing to undertake any other duties that may be reasonably be required

In accordance with Mahdlo's Child Protection and Safeguarding procedures, this position requires an enhanced DBS check and will require you to complete Safeguarding training within six months of appointment and refresher training thereafter.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
A JNC recognised professional youth work qualification (minimum DipHe).	✓	
Knowledge		
Understanding of national and local initiatives e.g. Every Child Matters which influence provision of youth work to young people.	✓	
Understanding of delivery of youth work within an equal opportunities framework	✓	
Understanding of issues affecting young people's lives	✓	
Demonstrable knowledge of Health and Safety, Diversity Awareness and Safeguarding best practice and how these relate to young people and staff within the Youth Zone.	✓	
A strong understanding of the local labour market and career pathways and opportunities for young people.		
Experience		
Experience in planning and delivering youth-focused employability or career development programmes (ages 8-19, up to 25 with additional needs/disabilities)	✓	
Experience of making assessments on the individual needs of young people and developing appropriate support packages.	✓	
Experience in leading activities with diverse groups of young people.	✓	
Experience of engaging difficult and hard to reach young people.	✓	
Experience of working towards and achieving outcomes with young people.	✓	
Direct delivery of residential work with young people		✓
Skills		
Ability to establish good professional relationships with young people and adults	✓	
Ability to design and implement high quality youth work programmes with young people who face social exclusion, disadvantage and disaffection.	✓	
Ability to identify and challenge discrimination and discriminatory behaviour, taking appropriate action as necessary.	✓	
Ability to provide reliable support to young people in times of stress	✓	
Good organisational skills	✓	
Ability to plan, monitor, evaluate, prioritise work, meet set deadlines and make decisions under pressure	✓	
Ability to network and liaise with relevant partner agencies in the area	✓	
Excellent communication, interpersonal and relationship building skills.	✓	
Excellent planning and organisational skills that enable young people to achieve set outcomes.	✓	
Ability to hold supervision meetings with young people	✓	
Ability to work within a multi-agency framework to promote best outcomes for children/young people.	✓	
Ability to hold confidential information and knowledge of information sharing protocols	✓	
Ability to complete reports in line with funding, contract and manager requirements and to maintain up to date recording of information.	✓	
Ability to monitor and evaluate success and impact	✓	

	IT literate	✓	
	Ability to understand, follow and implement procedure	✓	
Personal Attributes			
	Self motivated, able to use own initiative, confident and persistent	✓	
	Positive and enthusiastic	✓	
	Punctual and reliable	✓	
	Patience, tolerance and flexibility		
	Commitment to personal and professional development.	✓	
	Commitment to involving young people in decision making.	✓	
	High aspirations and highest possible standards for young people.	✓	
	Full commitment to inclusion and belief that young people of all backgrounds can achieve.	✓	
	Able to work in the evenings and at weekends	✓	
	Current driving license		✓