

SURREY CARE TRUST

Nurturing skills | Changing lives

JOB DESCRIPTION

ROLE TITLE: Learning and Employment Officer /Administrator

REPORTING TO: Mentoring Manager East

LOCATION: Woking

HOURS: Part Time (25 hours) 3 days : flexible working pattern to be agreed

SALARY: £10.20 per hour

CLOSING DATE: 1st October 2021

INTERVIEW DATE: TBC

Surrey Care Trust is a local charity that helps people to improve their skills for life, work and learning through counselling, education, mentoring and volunteering. Our programmes support disadvantaged families in improving their chances in life. Through our programmes we are enabling people throughout Surrey to overcome the disadvantage of low skills, poor educational achievement, limited opportunities and tough financial circumstances.

We offer a broad range of programmes - support for families and their children at our **Stanwell Family Centre**; offering vulnerable and challenging young people an alternative approach to education at our **STEPS** learning centre; a free and independent youth **counselling** service for young people aged 16 – 25; **mentoring** young people and adults to help them gain confidence and make positive changes; working to bring the community together and taken action on local issues with our **Stanwell Local Conversation** project; helping young people get back to work with our **Steps 2 work** programme; working with the long term unemployed on our Lottery/ESF funded **Alliance and Aspire** programmes ; and creating a different environment for people to learn new skills and give something back to society on our **Swingbridge Community Boats**.

Surrey Care Trust has been appointed by Woking Borough Council to provide an employment hub for young people. We will be working with the Department of Work and Pensions, Woking Borough Council and other local partners to agree service users' strengths, discuss their aspirations and develop a plan with them to move them into employment, further learning or opportunities to increase their skills and experience. The project also aims to use volunteer mentors to support the young people to achieve their goals so part of the role will include working with and liaising with volunteers.

Our Vision

Surrey to be a place where vulnerable and excluded families are given the opportunity, skills and support to achieve their potential and make a positive contribution.

Our Mission

To tackle disadvantage, social exclusion and hardship in local communities. To reach out to families to equip them with the skills to improve their economic situation, to reduce social isolation and break the cycle of disadvantage.

Overall purpose of the role

In this role you will assist Learning and Employment Advisors to support and motivate Young People age 18 – 25 to overcome barriers to employment and/or education and assist them into sustainable employment or training opportunities

You will support the team to deliver our Volunteer Work Coach training programmes, maintaining all central records and provide administrative support to the team. Through this exciting role, you will have the opportunity to work with a broad range of individuals, young people, volunteers and external agencies.

Duties and Responsibilities

- Record numbers of job searches completed, numbers of interviews etc and work with young person to collate feedback from interviews and work experience with employers (if any) and update goals, training and experience accordingly.
- Follow up any missed appointments with a phone call (or texts/messages as appropriate to the young person) and record outcomes.
- Maintain central volunteer Work Coach records including DBS information, mentor spreadsheet, volunteer hours, Outcome Star, Woking/DWP data requirements etc.
- To produce statistical and performance information to an agreed format and to deadlines for both SCT Woking Borough Council and DWP
- Record successes in terms of: skills gained, job offers made and accepted or acceptances into apprenticeships or further education courses and employment started and maintained.
- To book, provide resources and support mentor/participant training programmes and attend support group meetings alongside the Learning and Employment Advisors
- Organise mentor recruitment and training and be the key point of contact for volunteer mentors and co-ordinate and approve volunteer expenses
- Organise and attend meetings with the Learning and Employment Advisors young people when required

- Attend relevant training and networking events to ensure ongoing opportunities for young people
- Promote the vision, aims and values of SCT
- Demonstrate and promote effective safeguarding practice
- Any other duties commensurate with the role

Person Specification

ESSENTIAL	DESIRABLE
Education, Training and Work Qualifications	
GCSE or equivalent in English and Maths at grade 'C' or above or equivalent qualification	A Level/Level 3 standard or equivalent
Relevant Experience	
Experience of working in an organisational or administrative capacity	Experience of working in a charity or career advice organisation Experience in working with contract requirements
Good standard of computer literacy including Microsoft Office at intermediate/high level	
Experience of using databases and complex spreadsheets, record data accurately within specific timeframes	
Relevant experience of working with young people	Some experience of working with professionals supporting young people
Knowledge	
Safeguarding awareness and training	An understanding of the Surrey Multi Agency Safeguarding Hub and the levels of need
Some understanding of the issues facing young people not in education, employment or training.	An understanding of emotional, social, social media and level of risks with young people
Skills and Expertise	
Excellent planning, administrative and organisational skills	
Excellent interpersonal skills with strong communication skills, both written and verbal	
The ability to work as part of a team and provide support to work colleagues to assist with problem solving	
The ability to work accurately, with good attention to detail	
Flexible in approach, using initiative, prioritise own workload with a willingness to learn	

Car driver with full licence	
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This role will be based in Woking, with some travel to meet individuals nearer their home where appropriate. A DBS check will be required for this role.

For an initial discussion about this role please contact Cathy Leamon, Project Lead on: 07919 213904 OR 07730 570305 cathy.leamon@surreycaretrust.org.uk

To submit an application please complete an application form and send it to recruitment@surreycaretrust.org.uk – Closing date for applications is **1st October, 2021**