



**LOTTERY FUNDED**



**European Union**  
European  
Social Fund



Job No: B861	Closing Date: 24 April 2018 - Midday
Job Title: CRAVEN Key Worker – Positive Progressions (Big Lottery & ESF funded)	Pay Grade: £19,856 per annum Scale 5 point 22 pro rata to £9,928 per annum.
Normal Place of Work: Craven College, Skipton	Line Manager: Community and Projects Manager
Hours: 0.5 post (18.5 hours per week)	Special Conditions: This post is temporary until September 2019 with a possible extension dependant on funding.

Application: Online at <https://www.craven-college.ac.uk/jobs/> or by telephone: 01756 708070

**Role Summary:**

The role is fully funded by the Big Lottery Fund and the European Social fund. The role will be the main contact for a caseload of participants on the Positive Progressions Project.

We are looking for a highly motivated and enthusiastic Key Worker to work with individuals and families in areas of disadvantage across Craven, delivering engagement and employability services.

The funded project will work with other partners across Craven to engage participants through outreach in local communities to support their personal development and help in accessing the services and training they need to move them closer to work.

The role will work with adult members of families or individual members of a family (closely linked to the troubled families agenda) liaising with other colleagues, delivery partners and stakeholders in the community to overcome the barriers preventing access to education, training, volunteering and employment.

You will be able to communicate, motivate and empathise with a range of people to include members of the public, tenants, customers, employers and other partners and stakeholders. You will be able to work on your own and as part of a team working seamlessly alongside other project strands in the programme. Offering engagement, support, information, advice, guidance, mentoring and coaching, training in a group or 121 support (at times in the home) to enable local people to become work ready.

Experience in a similar environment, in particular working with families, is desirable however your willingness and flexibility to create a new service, to exceed standards and targets and to provide a high quality package for our customers is key to the success of the role and the project.

Ensuring the timely, accurate and compliant completion and submission of paperwork into the Learner Management System, including participant attendance and contact records, learning action and development plans and participant entry, exit and outcome documentation.



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Key Responsibilities:

**Programme Delivery**

1. Undertake participant eligibility assessments and registration onto Positive Progressions, maintaining participant confidentiality of sensitive information at all times
2. Build, establish and maintain relationships and work on a 1 to 1 basis, assisting individuals to recognise their abilities, increase confidence and gain new skills through a range of interventions by facilitating a step on/off model of holistic support in improving and managing wellbeing and key employability skills.
3. Responsibility for developing action plans with clear goals, identify barriers and aspirations, undertaking regular, meaningful review meetings, and timely, accurate and compliant completion of all related paperwork.
4. Responsibility for helping participants to improve self-care strategies and develop the tools to deal with triggers, manage setbacks and reduce risks of disengagement in the community.
5. Support clients to access existing services to enable them to overcome barriers to gaining employment and attend sessions if required
6. Work closely with other Positive Progressions staff who will be providing financial and digital inclusion activities to identify which activities are most suitable for each participant and provide support to enable them to access these activities.
7. Support clients to develop appropriate professional and personal relationships.
8. Provide Information, Advice & Guidance, support participants with job search, mock interviews and job matching
9. Match participants with volunteering opportunities both within and outside the partnership
10. Assist clients to successfully make the emotional and psychological transition to employment.
11. Actively promote participants to potential employers
12. Be proactive and look for solutions to enable the participant to attain their goals
13. Working to achieve agreed Positive Progression Project outputs – supporting clients into education or training, volunteering, job search activity, employment and self-employment etc.
14. Provide ongoing support to participants once they have been placed in employment to ensure sustainability
15. Ensure Positive Progressions performance management system is accurate and up to date and provide relevant reports when required.
16. Ensure compliance with Building Better Opportunities funding requirements
17. Integrate, share knowledge and spread best practice with other Key Workers, staff and partners across Positive Progressions
18. Work as part of a team, attend team meetings and participate in staff training as necessary
19. Support compilation of evidence and claims in order to secure funding.
20. Complete any other duties as reasonably requested by your Line Manager.
21. You will be expected to be fully conversant with and implement the College's range of safeguarding policies and procedures, to ensure the health, safety and welfare of all learners and staff.
22. Full enhanced disclosure via the Disclosure and Barring Service will be required for this post.



### Generic Responsibilities

- To represent and promote Craven College both internally and externally.
- Ensure that Craven College and its internal customers receive an excellent customer service experience in all dealings with the service
- To deliver your day to day duties consistently with the partnership agreement
- To act as a champion for change and improvement and constantly enhancing quality
- To contribute to the annual quality review of the service and the programme of continuous improvement
- To actively promote and act, at all times, in accordance with Craven College policies,
- Promote innovation
- To undertake other duties commensurate with the job level

