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**Thank you for your interest in the posts of**

**PROJECT LEAD EMPLOYMENT MENTOR**

**and**

**EMPLOYMENT MENTOR**

**Please read carefully the information below, together with the job description and person specification that follows, prior to making your application.**

**PROJECT LEAD EMPLOYMENT MENTOR (1 post)**

Full time, Salary £28000

**EMPLOYMENT MENTORS (4 posts)**

Full time, however part time hours may be negotiable

Salary £25,000

We offer flexi time and an attractive company pension scheme

Elevate EBP has been successful in gaining a contract to deliver support to the Talent Match Plus project to enable young people aged 15-29 who are marginalized and furthest away from employment to compete effectively in the labour market and access and maintain employment, education or training. Talent Match Plus, which is led by Merseyside Youth Association, is funded by both the Big Lottery and theEuropean Social Fund/Youth Employment Initiative.

Successful candidates will need to have experience and an understanding of barriers and challenges around employability, and will be able to develop effective working relationships with young people, businesses, partner organisations, and be able to work as part of an effective team with other mentors

The post will be based at Elevate EBP’s offices in Bootle, however significant outreach throughout the Liverpool City Region will be required.

**Initial applications are by CV, together with a covering letter,**

**which should be maximum of 2 sides of A4.**

**Please indicate clearly which post you are applying for (or if you wish to be considered for either role)**

**Your CV and covering letter should detail how you meet the requirements of the post (s) which are detailed on the following pages of this document.**

**If you do not include a covering letter with your CV this will detract from your application.**

**Please send your application by email to** [**christine.coburn@elevate-ebp.co.uk**](mailto:christine.coburn@elevate-ebp.co.uk) **(preferred method) or by post to the address below.**

**These posts are for a fixed term until 30 November 2021**

**Deadline for application is 12 noon on Friday 8th February 2019**

**Elevate EBP, Sefton House, Bridle Road, Bootle L30 4XR**

**Tel: 0151 330 5758**

**EMPLOYMENT MENTOR**

**Job Description**

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| Post: Employment Mentor  Fixed term post initially till 30 November 2021  Responsible to: Lead Employment Mentor and Head of Employability |

**Job Purpose: to manage a case load and deliver an effective personalised pathway to employment, for people aged 15-29 who are not in education, training or work.**

**Main Duties and responsibilities:**

* Work closely with Intensive Mentors to provide employability coaching/mentoring for young people, identifying barriers to employment and putting steps in place to address these.
* Develop and deliver an innovative coaching programme, to embed employability skills. The programme to include, but not limited to:
* confidence building and resilience
* identifying skills and qualities
* use of social media
* preparing young people for expectations and behaviours in the workplace
* job search
* preparing CVs, completing application forms and preparing for interview.
* personal presentation
* To provide a holistic approach to address barriers to attainment, learning and employment.
* Meet agreed targets into education, employment or training, achieve milestones and follow agreed reporting structures
* Attend weekly job clubs at various locations
* To identify and liaise with partner agencies providing existing services which meet participants’ needs and undertake supported signposting.
* Build effective working relationships with the young people participating in the project,
* Build effective working relationships with colleagues, Intensive Mentors (employed through Talent Match) and other partners and agencies
* Engage employers and other partners to support the programme, to agreed targets. This will be carried out through phone, email, personal visit and attendance at networking events
* Continue to support young people and the employer once on placement or in employment
* Attend team meetings and events throughout the Liverpool City Region
* Provide written progress reports to the Lead Employment Mentor and Head of Employability
* Be responsible for the efficient management of a range of administrative tasks to support the successful running of the project, including making the best use of information communication technology
* Arrange and attend co-ordinators meetings and any training sessions, providing relevant information, reports and paperwork
* Support the Lead Mentor and Head of Employability in the production of documents, forms and marketing materials
* Oversee the ordering and recording of resources
* Promote the project through social media.
* Occasionally attend meetings and events outside normal working hours (for which time in lieu will be given)
* Undertake appropriate training and development as part of the Elevate EBP performance management system
* Be committed to the safeguarding of children and young people
* Observe confidentiality in relation to GDPR
* Support the wider EBP team in the delivery of other programmes, this can include carrying out assemblies, workshops and other events.
* Undertake any other relevant duties pertaining to the grade of the post

**EMPLOYMENT MENTOR**

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Personal Attributes required** | **essential /desirable** | **method of assessment** |
| **QUALIFICATIONS**   * Educated to Degree level or NVQ equivalent | D | CV |
| **EXPERIENCE**   * Experience of working successfully with this cohort | E | CV/I |
| * Experience in creating innovative employability skills sessions | E | CV/I |
| * Experience in training/delivering presentations | E | CV/I/P |
| * Experience of working in a partnership setting | E | CV/I |
| * Experience of working to and meeting strict targets | E | CV/I |
| **KNOWLEDGE / SKILLS / ABILITIES**   * Proven track record and ability to work to strict targets and to meet targets and deadlines within demanding timescales working with minimum supervision | E | CV/AF/I |
| * Excellent interpersonal and communication skills, both spoken and written | E | CV/I/P/T |
| * Ability to gain the confidence of a wide range of people (but most importantly the target cohort) and to establish and maintain effective relationships | E | CV/I/P |
| * Ability to persuade and influence people | E | CV/I/P |
| * Able to develop and deliver presentations /training materials to this cohort of young people | E | CV/I/P |
| * Excellent organisational skills | E | CV/I |
| * Ability to work as part of a team | E | CV/I |
| * Knowledge and understanding of the employability agenda | E | CV/I |
| * Computer literate, and able to use a Customer Relationship Management system | E | CV/I/P/T |
| * Ability to maintain clear professional boundaries | E | CV/I |
| * Ability to use own initiative, to tackle problems, and to develop own solutions | E | CV/I |
| * Computer literate | E |  |
| * Be familiar with risk assessment procedures | E | CV |
| * Be familiar with confidentiality and requirements of GDPR | E | CV |

|  |  |  |
| --- | --- | --- |
| **BEHAVIOUR**   * Competitive and driven by targets | E | CV/I |
| * Enjoys a challenge | E | CV/I/T |
| * Highly organised and good time management | E | CV/I/T/P |
| * Creative | E | I/CV/P |
| * Visionary | E | I/CV |
| * Positive outlook | E | I/CV |
| * Flexible and adaptable to the working situation | E | I/CV/P/T |
| * Remains calm and polite at all times | E | I/CV/P |
| **SPECIAL REQUIREMENTS**   * Car user * Enhanced DBS Disclosure | E  E | CV  CV |

**CV = Curriculum Vitae I = Interview P = Presentation T = Test**

**LEAD EMPLOYMENT MENTOR**

The job description and person specification for the role of **EMPLOYMENT MENTOR** will apply, with the following additions:

**Job Purpose: to act in a supervisory role to lead and motivate a team to enable them to meet their targets, and also to manage a case load and deliver an effective personalised pathway to employment, for people aged 15-29 who are not in education, training or work.**

**Main additional Duties and responsibilities:**

* To lead and motivate a team by keeping in regular personal, phone and email contact with Employment Mentors
* To make regular progress reports to the Head of Employability
* To monitor the progress of Employment Mentors in meeting their targets, and report to the Head of Employability
* To collate data and compile reports

**LEAD EMPLOYMENT MENTOR**

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Personal Attributes required** | **essential /desirable** | **method of assessment** |
|  |  |  |
| **EXPERIENCE**   * Experience in a supervisory level | E | CV/I |
| * Experience in creating an effective team ethos and motivating the team | E | CV/I |
| * Experience in collating data and reporting | E | CV/I |
| **KNOWLEDGE / SKILLS / ABILITIES**   * Ability to inspire and motivate a team | E | CV/IP |
| * Knowledge of other professionals/agencies providing support and employment services to young people | E | CV/I |