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**CAREER COACH/EMPLOYMENT MENTOR**

Salary £25,000

plus attractive company pension scheme

**We are working with Merseyside Youth Association to deliver the Talent Match Plus** project to enable young people aged 15-29 who are furthest away from employment to compete effectively in the labour market and access and maintain employment, education or training.

We know that every single person has a unique set of skills and passions and our programme provides young people with the opportunity to identify, unlock and discover them.

The role will be varied, challenging but also rewarding. As a Career Coach/Employment Mentor you will have experience and an understanding of the barriers and challenges around employability, and will be able to develop productive relationships with young people and local businesses.

Talent Match Plus, which is led by Merseyside Youth Association, is funded by both the Big Lottery and the European Social Fund/Youth Employment Initiative. The successful candidate will be employed by Elevate EBP.

The post will be based at MYA offices in Liverpool City Centre, however significant outreach throughout the Liverpool City Region will be required.

**Applications can only be accepted by application form together and optional CV. Please visit our website** [**www.elevate-ebp.co.uk**](http://www.elevate-ebp.co.uk) **for full details of the post and how to apply.**

**This post is for a fixed term until 30 November 2021**

**Deadline for applications is 12 noon on 12 February 2020 & interviews will take place 19 February 2020. Please email completed application forms to** [**joanne.huddart@elevate-ebp.co.uk**](mailto:joanne.huddart@elevate-ebp.co.uk)

**Tel: 0151 330 5758**

**CAREER COACH/EMPLOYMENT MENTOR**

**Job Description**

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| Post: Career Coach/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 when applying for jobs
* 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 within a person-centred setting
* 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**

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| **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 targets 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 in a person-centred way | 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 |
| * Familiar with and able to use and create content on all social media platforms | 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 | D | CV |
| * Be familiar with confidentiality and requirements of GDPR given the sensitive nature of the cohort | E | CV |

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| **BEHAVIOUR**   * Driven to meet targets * Displays empathy with the cohort | E  E | CV/I  CV/I |
| * Dynamic and a self-starter | 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, responsive to the situation and displays a solution-focussed approach | E | I/CV |
| * Flexible, open to change and adaptable to the working situation | E | I/CV/P/T |
| * Takes responsibility | E | I/CV |
| * Displays a professional approach, acts with integrity, sets high standards and acts as an ambassador | E | I/CV |
| * 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**