

**Role Profile**

**Job Role: Employability EHWB Keyworker**

**Accountable to: Employability Service Manager**

**Location: Blackburn Youth Zone**

**Status: 18.75 hours per week over 2.5 working days.**

**Salary: Up to £22,500 - £24,300 Pro rata   
  
About Blackburn Youth Zone**

Blackburn Youth Zone is a 21st century youth hub located at the heart of Blackburn, open to young people aged 5 to 25 years old, aiming to change the prospects offered to young people in the area. Our vision is to be at the heart of the community, collaborating to create a more cohesive and prosperous Blackburn and Darwen.

Blackburn Youth Zone is built on land where, 100 years ago, Blackburn’s first electricity generating station once stood. On the place where electricity first came to and powered the town, the Youth Zone is now powering the community through the energy and creativity of young people. What also makes us distinctive is our relationship with the local business community, who have wholeheartedly embraced the concept and pledged to work together to raise the aspirations of our town’s young people, equipping them with life skills, increased confidence and independence which in turn will regenerate our town from the bottom up.

**Our Values and principles**

**OUR VISION** - Blackburn Youth Zone to be at the heart of the community, collaborating to create a more cohesive and prosperous Blackburn and Darwen.

**OUR MISSION** - To inspire all, to have fun, meet different people, try new things and challenge themselves to be the best they can be.

**OUR IMPACT** - The difference we want to make

We want to make a tangible difference to the lives of young people. Our work will result in young people:

* Being happier
* Engaging positively with young people from across Blackburn with Darwen
* Living healthier more active lifestyles
* Having increased opportunities to develop and achieve
* Feeling more empowered and connected with their surrounding community
* Respecting and engaging with the environment through new and exciting experiences
* Having increased aspirations and increased economic opportunities

**OUR VALUES**

**H**onesty

**E**xcellence

**A**ccountability

**R**espect

**T**eamwork

**Main Purpose:**

Our Employability division is expanding due to the procurement of a number of new contracts, funding streams and ESF funding. We therefore are looking to grow our frontline direct delivery team. You will take responsibility for the delivery of the Youth Zone’s Employability offer ensuring all vulnerable young people have access to exciting opportunities to develop the skills and knowledge to improve their prospect, scope for employability and supporting young people into sustained employment opportunities.. The post also involves the delivery of a targeted programme to support young people (16 to 25) not currently in education, employment or training into positive destinations.

You will be an experienced Employment Coach/Advisor that reports to the Operations Manager and sits within an employability team delivering and coordinating up to 3 employability contracts to ensure we achieve our contracted outcomes. The role is an outreach based (West, North, Central and South/Rural BwD) - you will be an Employment Advisor working within local communities to support NEET young people to progress into sustainable employment or education and training. We seek a diverse workforce and therefore are open to a range of backgrounds and experience. However, seek an individual who is proactive, organised and resilient to deal with the varying demands of the role.

**Critical Skills and Knowledge**

The employability project will be supporting young people who may have multiple barriers to employment, these could be anxiety, depression, drug and alcohol, social anxiety, low confidence and self-esteem related, which could be having an impact in stopping the young person from progressing into employment, education or accessing training opportunities.

Therefore, as our Employability EHWB Keyworker we would like you to have the following core critical skills; offer a person centred approach to supporting young people with emotional health and wellbeing issues, support young people to develop self-soothing coping strategies, be empathetic, friendly, supportive and take, an holistic approach to goal and objective setting with young people.

**Main Responsibilities General:**

* To deliver a range of supportive EHWB interventions to help a wide range of participants achieve sustainable employment.
* Be a role model for young people and present a positive “can do” attitude
* Take personal responsibility for own actions
* Commit to a culture of continuous improvement
* Work within the performance framework of Blackburn Youth Zone
* Represent Blackburn Youth Zone positively and effectively in all dealings with internal colleagues, and external partners
* Comply with all policies and procedures, with particular reference to safeguarding, codes of conduct health and safety and equality and diversity to ensure all activities are accessible
* Represent Blackburn Youth Zone positively and effectively in all dealings with internal colleagues, and external partners
* To be alert to issues of safeguarding and child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded, and to report any child protection concerns to the designated Child Protection Officers using the safeguarding policies, procedures and practice (training to be provided)

**Main Responsibilities Detailed:**

* To work with participants on a 1 to 1 and/or group work basis to identify, assess and explore any emotional/mental health and well-being issues that may affect them from coping or acting as barriers to employment, education or training.
* Undertake initial, mid and end assessments with participants referred for support, develop an EHWB action plan, in partnership with the young person to capture, evidence and report on the EHWB progress of participants supported to move closer to employment, education and training opportunities.
* To offer a range of therapeutic and EHWB interventions to participants to enable and empower them to becoming fully capable of fulfilling their own potential for growth.
* To identify appropriate intervention / support coping strategies for participants based on their assessed emotional/mental health and well-being needs.
* To work in partnership with others, to support and enable participants to achieve emotional health and wellbeing.
* To develop and explore new and innovative ways of working with participants to address emotional/mental health issues, reducing barriers to employment, education and training.
* Using Person Centred, solution focused and creative and imaginative strategies, to work alongside participants to develop their skills, knowledge, resilience and to remove the barriers to progression of the individuals into work or education.
* To work as part of the employability team to encourage participants to actively participate in services that are identified as part of their assessed needs by the team.
* To liaise and work in partnership with statutory and voluntary agencies in the interests of the employability service and needs of participants being supported.
* To ensure that the service provided meets the needs of participants balancing emotional health and wellbeing with that of safeguarding.
* With the Employability Manager, monitor and evaluate the effectiveness of the service in partnership with participants who access the service and produce monthly, quarterly or annual reports for key stakeholders.
* To promote, develop and support the mind-set, emotional intelligence qualities, self-confidence and esteem so that the participants succeed in the world of work.
* To introduce and support participants to a `strengths based’ recruitment approach to succeeding in job interviews
* To engage and maintain regular contact with participants at agreed intervals to ensure progress towards reducing barriers to employment, education and training.
* To monitor and evaluate sessions to ensure the best possible service for our members and to gather and report any required data or information required by funders.
* To demonstrate good practice within the use of systems to collate, record and store data as required by funders.
* To take responsibility for delivering Blackburn Youth Zones Employability operational targets which will be monthly and reviewed in line with key performance frameworks.
* Develop strong relationships (in conjunction with your colleagues and manager) with referral partners, customers, training providers and employers
* To engage parents/carers proactively by building relationships and creating a first class rapport
* Ensure the participation of young people and that their ideas contribute fully in the planning, delivery and evaluation of sessions, projects and activities.
* Any other work requested by your line manager that relates to the role.

**Safeguarding and compliance:**

* Ensure the charity has a robust approach to risk management, including person centred risk assessment and risk management processes
* To understand and adhere to BYZ policies and procedures and ensure all staff and volunteers are responsible for doing likewise.
* To promote social integration and inclusion, and proactively challenge any prejudice and discrimination.
* To keep updated with any new legislation, policies and procedures related to primary years.

**Person Specification: Applicants should be able to demonstrate that they can meet the following:**

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| **Selection Criteria\* A = Application Form I = Interview** | **Essential**  **or Desirable** | **Method of**  **Assessment**  **Application and/or Interview** |
| **Experience** | | |
| Counselling Skills Level 4 and above; or Registered Mental Health Nurse Qualification; or Psychology or other health /social care/youth related undergraduate degree or Therapeutic / Training Qualifications | E | A/I |
| Experience of working with adults, children and/or families in a therapeutic setting, either group or 1-1 | E | A/I |
| Experience and skills in therapeutic based group work, Ability to promote and educate healthy coping strategies | E | A/I |
| Qualifications and Experience in Cognitive Behavioural Therapy or Experience and training working with Post-Traumatic Stress Disorder | D |  |
| Able to support learners/job seekers self-confidence, self-esteem, motivation to help them achieve in the world of work and lasting employment/career development, through a range of EHWB interventions | E | A/I |
| Experience of providing high quality coaching support that ensures learners access employment and apprenticeships | E | A/I |
| Ability to build and maintain strong working relationships with referral partners to ensure a constant flow of new referrals | E | A/I |
| Experience of delivering or supporting services in the Employability sector | D | A/I |
| Experience and knowledge of strength based recruitment | D | I |

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| **Education/Training/Qualification** | | |
| Relevant professional qualification | E | A |
| First Aid | E | A |
| Five GCSEs or equivalent at Grade C or above | E | A |
| IAG Level 3 | D | A |
| Coaching qualification | D | A |
| ERS Level 3 Certificate or Diploma | D | A |
| **Skills** | | |
| Strong commitment to young people and ability to engage and build positive relationships with disengaged young people. | E | I |
| Ability to identify and challenge discrimination and discriminatory behaviour, taking appropriate action as necessary. | E | I |
| Good organisational skills. | E | I |
| Ability to plan, monitor, evaluate and prioritise work through setting realistic targets. | E | I |
| Ability to lead and motivate a team of part-time staff and volunteers. Ability to coach others and bring out the best in them. | E | I |
| Ability to network and liaise with relevant partner agencies in the area. | E | I |
| Ability to demonstrate and practice adequate IT skills. | E | A |

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| **Knowledge** | | |
| Knowledge of approaches including those relating to coaching, emotional intelligence that ensure people are well prepared for the world of work. | E | I |
| Principle of effective youth work practices | E | A |
| Knowledge of the issues affecting young people | E | A/I |
| Knowledge of compliance on ESF contracts | D | I |
| Knowledge of monitoring and reporting on Key Performance Indicators in relation to project delivery and contractual obligations from funders and commissioners | E | A/I |
| Co-active coaching, NLP | D | I |
| **Personal Qualities** | | |
| Patience, tolerance and flexibility. | E | I |
| Desire to develop and undertake training as required | E | I |
| Embody BYZ values | E | I |
| Outcome and Target Driven. | E | I |
| Creativity and enthusiasm. | E | I |
| Happy to work regular evenings and weekends | E | I |

**Selection criteria for guidance only, alternative methods may be used to assist the selection process**

**Working hours**

The hours of work are those necessary to fulfil the requirements of the position. This will involve working unsocial hours in evenings and at weekends during Youth Zone sessions or at events, and also working during the day.

**Remuneration package**

Salary: Up to £24,300 Pro rata (Dependent on experience, training and qualification)

Holidays: 33 days inclusive of 8 Bank Holidays (pro rata)

Pension: Eligible, after six months’ service, to join Blackburn Youth Zone Pension Scheme; 3% of salary is contributed by the Youth Zone, if the employee contributes 3% or more.

Notice period: 4 weeks

##### Disclosure and Barring Service Check

In accordance with our Child Protection and Safeguarding procedures, this position requires an enhanced DBS check.

**Application Process**

Please email a CV to hr[@blackburnyz.org](mailto:Sharon.anson@blackburnyz.org), together with a concise covering letter setting out your reasons for applying for this position.