



This post, as part of the Youth Routeways project, is part funded by the European Structural and Investment Funds 2014 – 2020 and all activity must comply with contractual regulations.

Job Description

Job title:	Employment and Opportunity Adviser
Service:	Careers and Employability
Reports to:	ESF Youth Routeways Contract Manager
Responsible for:	None
Usual office base:	Leeds City Region/ home based
Grade:	Careers Grade 3

Job purpose:

To deliver the Youth Routeways Programme and support the Leeds City Region-wide reduction in NEET. To provide suitable identification, diagnosis, planning and activity for young people at risk of NEET, or already NEET in relation to employability and employer interactions. To carry out specific employer engagement and brokerage to create suitable opportunities for young people focused on employer exposure, experience, and employment. To ensure effective collaboration with existing NEET and employer provision and with other contracts within Education Development Trust's career's portfolio.

Job objectives:

- To engage with existing NEET providers and stakeholders to identify suitable at risk of NEET, or NEET young people benefiting from the programme
- Undertake an initial assessment and diagnostic of the young person's needs, abilities, skills and aspirations using the Outcome Star measurement tool and IAG principles
- Draw up a tailored Youth Routeways participant plan for each young person detailing current position, end goals and activities. Determining optimal employer input and solutions to facilitate routeways to meet individual situations. Plans must reference and compliment any existing holistic needs already determined by other NEET stakeholders
- Using a caseload management approach achieve a set of individual quantitative and qualitative targets and support the contract as a to whole achieve the necessary KPIs
- Continuously track the customer journey in order to help move young people through their plan's, assess progress and any adaptations needed and achieve all relevant contractual outcomes using all available interventions including social media, email and SMS



- Identify suitable and relevant employers across the Leeds City Region, or nationally where appropriate, and carry out targeted engagement to create suitable opportunities for young people
- Liaise with employers to help set up, facilitate and run employer brokerage opportunities. Providing opportunities for young people to develop their employability knowledge and skills through exposure or experience or to gain meaningful employment
- Match suitable young people to suitable opportunities based on their Youth Routeways plan. Facilitate necessary preparation (health and safety checks, logistics, barriers addressed) before activity, and monitor involvement through regular contact with both young people and employers during activity
- Ensure all interventions (young person and employer) are recorded on the management information system in an accurate and timely fashion
- Identify and capture good practice, intelligence and LMI that can be used across the programme and sector more widely wherever applicable
- Support the delivery of the CPD programme to NEET providers and stakeholders
- Effectively promote and support Equality & Diversity and Sustainable Development best practice
- Ensure synergy and coherence between the Routeways for Young People programme and other contracts delivered by Education Development Trust, and other providers of NEET support
- Maintain relationships with a range of stakeholder organisations e.g., Local Authorities, NEET providers, opportunity and training providers, employer organisations, taking a proactive and highly visible approach to developing relationships, including providing feedback, agreeing priorities and reviewing arrangements
- Ensure all delivery evidence is complete and compliant in line with contract and quality standards and that all customer records are accurate and handled in accordance with appropriate confidentiality and data protection legislation and guidance. Manage the capture, collation and reporting of service evaluation data
- Be responsible for adhering to both local and the Corporate Safeguarding policy and procedures aimed at promoting and safeguarding the welfare of children and at-risk adults and attend mandatory child protection and/or adult protection safeguarding and prevent training.



Scope:

The post holder will be expected to work with a caseload of young people and liaise and maintain effective working relationships with a range of other agencies, businesses and employers. The post will involve working in more than one location and there will be travel involved across the region. It may be necessary on occasion for the post holder to work outside of standard office hours.

Person specification:

Knowledge

Essential:

- Educated to Level 4 (or equivalent) in a relevant area
- Knowledge of the local labour market and issues relating to skills, learning and employment
- An understanding of employer engagement

Desirable:

- Level 4 qualification in Information, advice and guidance
- Knowledge of Outcome Star or similar diagnostic assessment tools
- Understanding of the skills and employability agenda within the Leeds City region
- Understanding of the key policies and initiatives influencing NEET provision
- IOSH certificate or knowledge of Health and Safety in work placements

Experience

Essential:

- Experience of working with young people in a related field, ideally determining need and supporting aspirations
- Experience of working with employers
- Experience of effective partnership working in the delivery of a service
- Experience of working in the skills sector, or a related field
- Experience of working with caseloads in a target driven environment

Desirable:

- Experience setting up and delivering employer brokerage activities

Skills

Essential:

- Effective communication skills including written and verbal, and able to relate to a wide range of young people and organisations
- Ability to engage effectively with employer representatives and businesses
- Working collaboratively as part of a team
- Excellent organisational skills to include time management of own work
- Ability to meet deadlines and achieve targets and implement contingency plans where necessary



- Excellent IT skills including all Microsoft Office software, including the ability to manage delivery of an on-line database
- Apply a flexible approach to work activities including travel as required to meet business objectives
- Display an open mind and positive attitude to work and colleagues

Desirable:

- Ability to deliver an effective partnership strategy
- Ability to utilise social media in a business context

Education Development Trust are committed to safeguarding and promoting the welfare of children and service users. Applicants must be willing to undergo background checks appropriate to the post, including checks with previous employers and the Disclosure and Barring Service as required.

Version Control	
Version	2.0
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