

JOB DESCRIPTION

Job Title:	Post No:	Grade:
Youth Employment Hub Co-ordinator	To be advised	HC8
Directorate:	Division/ Department:	Section/ Location:
Children and Young People	Education, Skills and Learning	57-59 Blueschool Street Hereford
Organisational information:		
<p>Responsible to: Senior Advisor Post 16 Learning and Skills</p> <p>Professionally responsible to: (where appropriate)</p> <p>N/A</p>		
Quantifiable measures relating to the post: <i>(eg. number of staff managed, number of patients, size of local population, budget)</i>		
<p>Responsible for:</p> <ul style="list-style-type: none"> Line Management of the careers and employment advisers 		
Key relationships/functional links with: <i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i>		
<p>Internal: staff within the Children and Young People and Talk Communities Directorates, housing, economic development team, Members</p> <p>External: Young people aged 16 to 24 (service users). Staff in other partner agencies including Department for Work and Pensions; the general public, employers, post 16 education and training providers, voluntary and community sector, schools, police, probation</p>		
Main Purpose of Job:		
<p>The Youth Employment Hub co-ordinator will work with partners to support Herefordshire residents aged 16-24 who are not in education, employment or training or at risk of redundancy, by providing access to careers information, employment support and skills training.</p> <p>The role will be responsible for the day-to- day co-ordination of co-locating partners and activities within the Herefordshire Youth Employment Hub including outreach. The co-ordinator will build on existing and develop relationships with providers, employers, Jobcentre Plus work coaches. They will act as a conduit between the Youth Employment Hub and external partners and organisations who provide support and access for young people to Employment, Education and Training opportunities within Herefordshire.</p>		

The role requires the post holder to support young people to access skills and employment support. To help them to progress towards and into employment and or further education and training.

The Youth Hub co-ordinator will manage the careers and employment advisers, providing support to them to carry out their roles engaging and supporting young people towards and into education, employment and training.

Main Responsibilities/Accountabilities/Key Result Areas:

The jobholder will be expected to complete the responsibilities/accountabilities effectively in order to deliver the key objectives of the organisation:

- To manage the day to day operational delivery of all aspects of the Youth Employment Hub
- To line manage the Youth Employment Hub careers and employment advisers
- To co-ordinate a timetable of partners to attend the Youth Employment hub including outreach and deliver outreach workshops and events (subject latest Covid 19 guidance) for young people, (virtual and face to face)
- To work with local organisations and colleagues within the council to ensure a regular quality programme of seminars, presentations and skills development workshops for young people
- To work with local organisations and colleagues within the council to oversee the planning, delivery, and evaluation of the Youth Employment Hub including Workshops, Online Activity, and events
- To support young people’s participation in the Youth Employment Hub through a Youth Voice
- To contribute to the development of a Youth Employment Hub Delivery Plan. To plan and deliver locally agreed recruitment strategies to ensure young people access the Youth Employment Hub.

DATA QUALITY

Council Managers (including supervisors and team leaders)

Working within resources provided, to ensure local systems, skills and processes are in place and applied consistently to secure high quality information, data, analyses and reports.

Job Activities:	Frequency
• To manage the day to day operational delivery of all aspects of the Youth Employment Hub	Daily
• To line manage the Youth Employment Hub careers and employment advisers	Daily
• To co-ordinate a timetable of partners to attend the Youth Employment Hub including outreach workshops and events for young people (virtual and face to face)	Weekly
• Promote online sessions, education, training and volunteering opportunities including apprenticeships	Daily
• To work with local organisations and colleagues within the council to ensure a regular quality programme of seminars, presentation, and skills development workshops for young	Monthly

people	
<ul style="list-style-type: none"> To work with local organisations and colleagues within the council to oversee the planning, delivery, and evaluation of the Youth Employment Hub including Workshops, Online Activity, and events 	Monthly
<ul style="list-style-type: none"> To participate in Youth Employment Hub Task Force Meetings. 	6 weekly
<ul style="list-style-type: none"> To support young people's participation in the Youth Employment Hub through a Youth Voice 	6 weekly
<ul style="list-style-type: none"> To work with other internal and external partners to ensure a co-ordinated and consistent approach to delivery across Herefordshire 	Daily
<ul style="list-style-type: none"> Work in partnership with local providers and signpost to their provision in order to support the interventions needed by young people 	Daily
<ul style="list-style-type: none"> To contribute to the development of a Youth Employment Hub Delivery Plan. To plan and deliver locally agreed recruitment strategies to ensure young people access the Youth Employment Hub. 	Monthly
<ul style="list-style-type: none"> Feedback where necessary and regularly at the Task Group meetings, to the Senior Adviser Post 16 Learning and Skills and DWP Partnerships Manager, particularly around key themes and noticeable provision gaps 	6 weekly
<ul style="list-style-type: none"> To ensure the development of and adhere to relevant Policies and Procedures 	Daily
<ul style="list-style-type: none"> To oversee the referral protocols with external agencies. 	Quarterly
<ul style="list-style-type: none"> To ensure appropriate record keeping and report writing. 	Daily
<ul style="list-style-type: none"> To provide monthly performance report and annual evaluation reports 	Monthly
<ul style="list-style-type: none"> To provide monthly data for 16 to 18 years olds and for young people up to the age of 24 for those with an EHCP to the council's NEET tracking team 	Monthly
<ul style="list-style-type: none"> Proactively develop an in-depth knowledge of the local labour market, service provision, and keep up to date with legislative changes and new initiatives 	Weekly
<ul style="list-style-type: none"> To carry out any other duties, commensurate with the grade of this post, as and when required 	As required

Other information:
1. <u>Disclosure type:</u> enhanced
2. The post holder is required to work flexibly to accommodate the needs of young people working with, to include working unsocial hours -evenings/ weekends)
3. The post holder will be required to comply with the organisation's policies and procedures, and to undertake all mandatory training as required.

4. For all school staff and any post working with children, young people and vulnerable adults:

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that staff are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Staff have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

5. All employees must be able to commit to Herefordshire Council's equality policy and values, treating colleagues and customers with dignity and respect. All forms of bullying and harassment, and the use of inappropriate language, are unacceptable.

6. This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

7. Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

8. In order to recruit the best people for our organisation, all requests for flexible working arrangements will be considered, and we offer a fully inclusive and accessible recruitment process.

9. The organisation has a no smoking policy. Staff are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

Line Manager Name:	Date:
Date Job Description last reviewed:	