



Role Profile: Employability Advisor

INSPIRE
An OnSide Youth Zone



ROLE PROFILE

POST:

Employability Support Advisor

SALARY:

Band 2 - Up to £19,500 per annum

LOCATION:

Inspire Youth Zone, Chorley

REPORTING TO:

Targeted projects coordinator

CONTRACT:

Full Time - 12 Months Fixed Term, with a view to amending /extending at this point

BENEFITS:

3% matched contribution pension; 33 days holiday inclusive of Bank Holidays pro rata, birthday leave.



INSPIRE YOUTH ZONE

Youth Zones are amazing places: accessible, vibrant, welcoming, fun, and caring are just some of the words used by young people to describe their Youth Zone. Youth Zones are for young people aged 8 to 19, and up to 25 for young people with additional needs. Inspire Youth Zone is part of the growing Onside network alongside multiple other Youth Zones across the UK.

Inspire Youth Zone opened in 2018, is centrally located, dedicated to young people making a bold statement about the importance of giving young people high quality places to go in their leisure time and has big ambitions to be a flagship for quality youth provision. Open 7 days a week, at weekends and during school holidays, the Youth Zone's purpose is to help young people grow to be happy, healthy, and successful adults.

The state-of-the-art £4.8 million building will provide young people with access to a range of activities, all offering young people the opportunity to try new things, meet new friends and gain support from friendly, warm, and positive staff and volunteers. The facilities include a 3G pitch, a gym, sports hall and recreation area, and dance, arts, music, and media suites.

That is why Inspire Youth Zone won't just be a place to go - but a place to grow. That is the power of exceptional youth work.

Check out our [why work for us page](https://www.inspireyouthzone.org/get-involved/)

<https://www.inspireyouthzone.org/get-involved/>

THE ROLE

As an Employment Support Advisor (ESA) working on the MPT Steps programme, you will work across Chorley Borough in a vital role supporting participants who may have barriers to employment into work. The ESA role aims to provide a professional and consistent employment support offer to people aged 16 - 24 years old whilst empowering individuals to actively engage with the programme and their own employment journey overcoming personal barriers into work.

You will carry out initial assessments with young people, identifying any support needs or barriers to employment, supporting young people to set goals, invest in themselves and achieve their full potential both vocationally and personally.

The role will involve recruiting and working with a caseload of young people to devise an individual plan based around their support needs, designed to break down barriers to employment. This will include providing regular one to one and group support for young people, referring to external agencies where needed and providing mentoring support to aid young people's successful transition from the programme.

KEY RESPONSIBILITIES

Key Result Areas

- Recruitment of young new participants into the MPT Steps programme
- To Support participants into paid employment

Task Profile

- To effectively market and promote the MPT Steps project using a variety of methods including representing the project at events and targeted outreach.
- To proactively keep up to date with services and opportunities provided by partner agencies that may benefit participants and support increased economic activity, disseminate updates to peers.
- To work closely with a wide range of projects and partners to identify individuals who may benefit from the support of the MPT Steps project and enable the referral process.
- To assess the eligibility of potential participants against ESF and project criteria, selecting or signposting to the most appropriate project or alternative provision to meet their needs.
- To ensure that the participant recording, tracking, mentoring, monitoring and evaluation mechanisms are implemented, meeting the needs of participants and the rigorous audit requirements.
- To engage eligible participants using a range of suitable methods using a participant centred approach.
- To support participants to explore and identify their developmental and employment barriers using holistic tools and agree realistic and achievable action plans to address/overcome them.
- To enable participants to access identified opportunities and activities identified in action plans and measure progress using soft outcomes tools.
- To provide ongoing mentoring and support, review and assessment for participants, helping them to overcome obstacles and build on successes.
- To plan, prepare and deliver an innovative range of accredited personal development, career preparation and employability programmes.
- To prepare and support participants to undertake work experience and volunteering opportunities where necessary through liaison with employers and voluntary sector organisations.
- To use labour market information and work with employers to establish emerging skills needs and to match available opportunities for participants.
- To develop a pre-placement process where necessary for employers and participants that includes Health & Safety, Risk Assessment, Equalities, and all relevant legislation as part of an induction package.
- To engage eligible participants using a range of suitable methods using a participant centred approach.
- To support participants to explore and identify their developmental and employment barriers using holistic tools and agree realistic and achievable action plans to address/overcome them.
- To enable participants to access identified opportunities and activities identified in action plans and measure progress using soft outcomes tools.
- To provide ongoing mentoring and support, review and assessment for participants, helping them to overcome obstacles and build on successes.
- To plan, prepare and deliver an innovative range of accredited personal development, career preparation and employability programmes.
- To prepare and support participants to undertake work experience and volunteering opportunities where necessary through liaison with employers and voluntary sector organisations.
- To use labour market information and work with employers to establish emerging skills needs and to match available opportunities for participants.
- To develop a pre-placement process where necessary for employers and participants that includes Health & Safety, Risk Assessment, Equalities, and all relevant legislation as part of an induction package.

BEHAVIOURS

- Be a role model for young people and present a positive “can do” attitude
- Take personal responsibility for your own actions
- Commit to a culture of continuous improvement
- Work within the performance framework of Inspire Youth Zone and Onside
- Represent Inspire Youth Zone positively and effectively in all dealings with internal and external stakeholders
- 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 safe and accessible.
- Lead and assist with any promotional activities and visits that take place at Inspire Youth Zone and surrounding area, particular those involving young people.

PERSON SPECIFICATION

Applicants will be expected to demonstrate the experience, skills, abilities and attributes listed.

SELECTION CRITERIA	REQUIREMENT
EXPERIENCE	
Experience of working within employment or education-based Information, Advice and Guidance or Careers service delivering client-centred IAG.	Essential
Experience of working with people aged 16 – 24 years in small groups and/or 1:1 settings.	Essential
Proven experience of engaging vulnerable, disengaged, or hard to reach NEET young people.	Essential
Experience of providing high quality coaching support removing barriers to learning and work.	Essential
Experience of following safeguarding procedures and working in partnerships to protect young people.	Essential
Experience of monitoring and evaluation processes	Desirable
Experience working in partnership with external agencies	Desirable
SKILLS	
Ability to support young people with self-confidence, self-esteem, motivation to help them achieve in the world of work and lasting employment/career development, through a range of interventions.	Essential
Ability to build and maintain strong working relationships with referral partners to ensure a constant flow of new referrals	Essential
Strong commitment to young people and ability to engage and build positive relationships with disengaged young people	Essential
Confident in building relationships with young people in group or 1:1 setting.	Essential
Ability to identify and challenge discrimination and discriminatory behaviour, taking appropriate action as necessary	Essential
QUALIFICATIONS AND TRAINING	
Relevant Professional Qualification/experience	Essential
GCSE or equivalent literacy and numeracy	Essential
IAG Level 3	Desirable
Coaching Qualification	Desirable
KNOWLEDGE	
Knowledge of the issues affecting young people	Essential
Knowledge of approaches including those relating to coaching, emotional intelligence that ensure people are well prepared for the world of work.	Essential
Knowledge of health and safety, diversity awareness and safeguarding best practice and how these relate to young people	Essential
PERSONAL QUALITIES	
Positive and enthusiastic	Essential
Punctual & reliable	Essential
Committed to IYZ values	Essential
Committed to personal and professional development	Essential
A willingness to work unsociable hours when required	Essential
Genuine belief for making a difference to lives of young people	Essential

GENERAL INFORMATION

The normal hours of work will be 37.5 hours per week.

APPLICATION PROCESS

To apply, please email a CV to ryan.whittaker@inspireyouthzone.org, together with a covering letter setting out your reasons for applying for this position. In accordance with our Child Protection and Safeguarding procedures, this position requires an Enhanced DBS check.

For information regarding how OnSide processes your data, go to [OnSide Youth Zones Job Applicant Privacy Notice - OnSide Youth Zones](#)

CLOSING DATE FOR APPLICATIONS:

Sunday 14th August 2022

INTERVIEW OVERVIEW:

Week Beg 15th August 2022



The strength of OnSide comes from the diversity of the people within our vibrant network. We are proud that our Youth Zone teams reflect the communities they serve, and we value people working together from a range of different backgrounds, locally and nationally, and with different experiences, all with a shared passion for boosting the aspirations of young people across the country. Diversity brings innovation, fresh ideas and creativity, and we actively strive to create a culture that is truly inclusive and fair for all and where everyone in the team can be themselves and thrive.



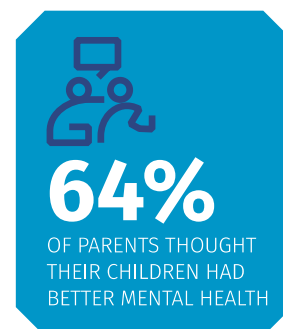
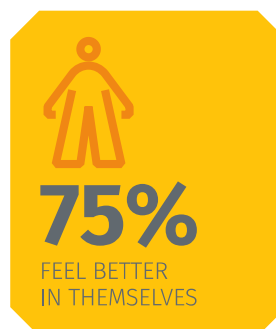
PROVEN IMPACT



GIVE YOUNG PEOPLE A SAFE EXCITING PLACE TO GO TO HAVE FUN,
BUILD THEIR SOCIAL NETWORKS AND SUPPORT THEIR PERSONAL DEVELOPMENT



HELP YOUNG PEOPLE LEAD HEALTHIER, HAPPIER LIVES



WORKING FOR INSPIRE



Onsite fitness
gym/boxing



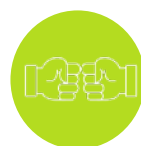
33 days
annual leave
(pro rata)



Convenient
location, easily
accessible



Employee
Benefit
Programme*



Partnership
working



Learning and
development
opportunities



Flexible
working



Pension
scheme



Part of a
wider network



Branded
workwear



Working with
like-minded
people and
cultures



Covid related
absence and
special leave

WORKING FOR INSPIRE

Youth Zones are amazing places: accessible, vibrant, welcoming, fun, and caring are just some of the words used by young people to describe their Youth Zone. Youth Zones are for young people aged 8 to 19, and up to 25 for young people with additional needs. Inspire Youth Zone is part of the growing Onside network alongside multiple other Youth Zones across the UK.

Inspire Youth Zone opened in 2018, is centrally located, dedicated to young people making a bold statement about the importance of giving young people high quality places to go in their leisure time and has big ambitions to be a flagship for quality youth provision. Open 7 days a week, at weekends and during school holidays, the Youth Zone's purpose is to help young people grow to be happy, healthy, and successful adults. The state-of-the-art £4.8 million building will provide young people with access to a range of activities, all offering young people the opportunity to try new things, meet new friends and gain support from friendly, warm, and positive staff and volunteers. The facilities include a 3G pitch, a gym, sports hall and recreation area, and dance, arts, music, and media suites.

OUR VISION

A charity at the centre of our community, a place where young people can be safe, be inspired and have fun!

OUR MISSION

To provide an inspirational and exciting place for the young people of Chorley to make friends, try new things, have fun, and get support if they need it.



OUR VALUES

SUPPORTIVE

- We create a culture of warmth, where all young people feel welcome, safe and supported.
- We are genuine, caring and nurturing.
- We work as a team, supporting each other to achieve excellence.

COMMITMENT

- We are committed to making a positive difference to young people's lives.
- We deliver on our actions and goals by seeing them through to completion.
- We consistently put 100% effort into everything we do.

PRESENT

- We bring enthusiasm and visibility to our work.
- We consistently provide high quality sessions for young people.
- We bring our individual energy and effort to every session.

AMBITION

- We consistently develop, evolve and are pioneering in Youth Work.
- We are driven to take on new challenges and opportunities.
- We are passionate about being the best.

INSPIRATIONAL

- We create a fun environment, that encourages young people to achieve their full potential.
- We lead from the front and set achievable expectations.
- We open up new experiences, opportunities and adventures for young people.

