



Department for  
Digital, Culture,  
Media & Sport



Learning Partnerships are currently recruiting for a:  
**PROJECT CO-ORDINATOR**  
21 hours per week, actual salary £15,600 (FTE £26,000)  
12-month fixed term contract

**2 x KEY WORKERS**  
35 hours per week, salary £21,150 - £22,300  
(Depending on skills & experience)  
12-month fixed term contract

Learning Partnerships is a Leeds based charity with almost 30 years of experience of working in the inner-city to provide opportunities and support for children, young people and adults to access education, employment, training and volunteering. Each year, we support and help over 1200 people from Leeds' most deprived areas: many with barriers which prevent them from participating equally in society.

Following securing funding from Charities Aid Foundation (CAF) Resilience Fund, which aims to help the people and causes most hit by COVID-19, we are able to fund three new posts and create a new programme 'Just the Job' which will provide intensive, holistic support to disadvantaged young people, aged 18-24 years, from the most deprived communities in Leeds facing extreme barriers to employment. The intensive programme will provide 1-2-1 coaching and support to address training, employment and support needs, by offering advice and information and onward referrals to ensure that challenges that are impacting on young people's lives, confidence and ability to secure employment are addressed.

The main aim of the programme is to move young people into education or closer to/into employment, improving their future life chances and choices.

#### **Project Coordinator will have/be:**

- Previous project coordination/management experience
- An understanding of social exclusion and the difficulties and challenges faced by unemployed young people
- A desire to improve the lives of economically excluded members of the community
- The ability to engage, recruit, retain and support young people along their journey to work or training
- The ability to effectively work alongside and establish good working partnerships with organisations and agencies

#### **Key Workers will have:**

- Ability to engage, communicate and work effectively in a constructive and non – judgemental way with young people that have a wide range of needs
- Experience of providing intensive 1-1 support including CV's, Cover letters, applications and interview skills and moving individuals into employment
- Experience of obtaining and keeping comprehensive, accurate and effective records, paperwork, monitoring targets and evaluating progression
- Experience of managing caseloads effectively and prioritising workloads to meet targets and deadlines
- Experience of working with, and referring to, other organisations

**If you are interested in applying for the above position please email [info@learningpartnerships.org.uk](mailto:info@learningpartnerships.org.uk) for further information or visit our website [www.learningpartnerships.org.uk](http://www.learningpartnerships.org.uk) **Our Recruitment Opportunities - Learning Partnerships****

**Closing date: MONDAY 31<sup>st</sup> JANUARY 2022 – 12noon - Interviews: W/C 7<sup>th</sup> FEBRUARY 2022**

Learning Partnerships, The Burton Business Park, Hudson Road, Leeds, LS9 6DJ, Registered Charity No: 1003603  
[www.learningpartnerships.org.uk](http://www.learningpartnerships.org.uk) Tel: 0113 8245414

*Learning Partnerships is committed to equality of opportunity and we welcome applications from all sections of the community. Learning Partnerships is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, ensuring that they are protected from harm. Applicants for these posts will be subject to an enhanced DBS check.*

