

JOB DESCRIPTION

KEY WORKER

Hours:	35 per week
Reporting to:	Project Coordinator
Project	CAF – Just the Job

MAIN PURPOSE OF THE POST:

To provide support to a case load of unemployed/economically inactive young people aged 18-24 years from the most deprived areas in Leeds who are facing extreme barriers to employment. To provide 1-1 coaching and support for up to 6 months to address training, employment support needs through offering advice information and onward referrals.

DUTIES:

- Have a caseload of young people to provide intensive 1-1 support whilst providing light touch support to those exiting the programme. Support length up to 6 months
- Conduct an initial assessment with all referred young people and develop a co-produced support plan which are regularly reviewed and updated
- Support full engagement to the programme and ensure a planned and robust exit plan so outcomes can be sustained
- Offer face to face support (and via other communication methods as appropriate) to achieve positive outcomes for young people in line with the outcomes of the programme
- Keeping accurate records, both paper-based and online, including confidential records of review meetings and clients' soft and hard skills development in line with GDPR
- Support with CVs, cover letters, application forms, interviews and building other employability skills with participants
- Attend and contribute to existing multi- agency meetings in the area to ensure links to existing models for co-ordinating support for young people.
- Fully utilise local knowledge and networks to ensure widespread promotion and take up of the programme
- To develop positive working links and knowledge of appropriate services and ensure participants have access to appropriate progression opportunities.
- Contribute to project reports to include case studies and quotes.
- Have an expectation that some contact will occur outside normal office hours

GENERAL:

- Attend internal and external meetings and other key functions as required
- To always perform in a professional and appropriate manner as a representative of Learning Partnerships
- Any other duties which are commensurate with the post
- To ensure compliance to all Learning Partnerships policies and procedures

Created by:	L Metcalf, Senior Executive Business Management & HR	Date: 12 th January 2022
Approved by:	Cath O'Grady, Senior Executive Business Development & Contracts	Date:
Amended by:		
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