

Job title:	Rossendale Youth Works Project Officer	Line manager title:	Rossendale Works Project Lead
Operating Company/ Department	Active Lancashire Ltd	Location:	Active Lancashire, Leyland, Lancashire Rossendale Futures Office, Bacup

Date:	1 st November 2020	LEVEL/Grade/Scale Point:	£22,183 - £23,541	Salary Band:	SCP 12 - 15
Term of Employment:	Fixed Term 12 months	Employment Benefits:	25 days annual leave (pro rata) Expense allowance Pension Scheme membership	Other Info:	Fixed Term - 12 month post funded by the Flexible Support Fund DWP.

Job purpose:

- To deliver the DWP Youth Employment Hub for Rossendale with a day to day focus on supporting the needs of young people aged 18-24 who are claiming Universal credit or at risk of becoming unemployed. The Officer will work under the direction of the Rossendale Works Project Lead by managing and supporting the targeted support for Young People of Rossendale to enable them to become employable. The Officer will build networks and partnerships in Rossendale which will grow the offer and services available for Young People and give the support they need towards employment. The officer will work closely with the Economic Development Team at Rossendale BC and be instrumental in providing a smooth link between Young People who are unemployed or at risk, and the local employer networks. This post will have responsibility for delivering a number of engagement activities and programmes whilst nurturing young people to become volunteers and access vocational training. The Officer will build a portfolio and grow the network of partners locally who can service the needs of Young People to access Employability Support. In addition, the post will help and support Young People to gain 4-week placements within the employer’s network and provide onsite support during this period with both the participant and the employer ensuring a smooth transition. Utilising DWP Funding that has been secured the officer will also develop a programme of health and wellbeing activities which will meet the needs of Young People who are referred through the Job Centre and Work Coaches. The post-holder will work closely with other Active Lancs Officers and the Relationship Manager to ensure the smooth running of activities and collection of monitoring information and impact reporting.

Key accountabilities:

- Support the delivery of the Youth Hub Sessions at futures park.
- Encourage Local Youth & Support Services to support the Youth Hub Delivery.
- Consult with Young People to design a programme of Health, Wellbeing and Engagement Activities within the designated budget.
- Support a number of support workers, casual staff & volunteers on a day to day basis and update the project lead regularly.

Measures:

- Directly attributable to the measurement of the Key Accountabilities:
- To deliver set KPI’s for Young People as determined by the DWP contract.
 - Project Officer is supported in managing the support workers, casual staff and volunteers in some day to day issues.
 - Increased number of participants becoming involved in RYW activities

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| <ul style="list-style-type: none"> • Attend and represent Rossendale Youth Works project at local youth networks & forums that arise. • To arrange promotional activities/ representation for RW and AL at local partner networks. • Work with the Project Lead to plan the RYW programme and make a contribution to the AL Strategy. • To ensure there is a smooth partnership with Housing associations as part of the MPT Project to support any services available for young people. • To oversee promotional events and activities both in and outside of Rossendale which promote the Youth Works project. • To attend various monthly meetings as discussed and agreed with project lead such as Rossendale H & Wb Board. • To build up a link with the Local Schools networks to support any transition of young people leaving education. • To continue to deliver some youth activities in Rossendale and manage any specialist support required through the DWP Grant. • To support the delivery of the planned evaluation to capture the success and learning from the Rossendale Youth Works Project. • Adhere to all social distancing guidelines and local restrictions when planning and designing support for young people. • Other duties as required by RBC & Active Lancashire. | <ul style="list-style-type: none"> - increased awareness of the project in Rossendale & Lancashire. • Feedback from service providers and users demonstrates good communications established. Measuring Impact. Project Evaluation Plan. • Evaluation paperwork - improved completion, particularly improved follow up working with the Insight Officer. • Good relationships maintained with the local partners. • Expand and improved youth support network via new partnerships, including the MPT Clusters and Rossendale Partners e.g. youth shelters. • Positive feedback from health and wellbeing activities and showcase improved Health and Wellbeing of participants. • Feedback from the local Job Coaches. • Number of Successful Outputs and Outcomes as set by the FSF grant. |
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Dimensions impacted by job (including number of people managed, turnover and budgets expressed in £ p.a.)	Education, qualifications, skills and experience required in the role- essential - and desirable if applicable
<p>Direct reports' job titles and grades: (where applicable)</p>	<p>Skill and Experience (person specification)</p> <ul style="list-style-type: none"> • Experience of planning, managing resources and working to achieve agreed outputs and outcomes • Experience of managing volunteers • Experience of partnership working with Young Peoples Services • Ability to engage, motivate and support a delivery team who are able to positively engage young people. • Ability to meet agreed personal and team targets and deadlines • A commitment to continuous self- development • Valid driving licence or regular access to effective means of transport • Ability to work a flexible working week, available at weekends and in the evening as required. • Well- developed understanding of disadvantaged groups and how to support those working through barriers with a particular focus on young people. • Excellent communication skills and ability to represent the project professionally with strategic partners e.g. Employers. • Sound knowledge & use of social media and engagement skills. • Good level of IT skills • Ability to mentor and support Young People to improve their aspirations.

Core behaviours:	Key interfaces (internal and external) and reasons (e.g. inform, negotiate)
<p>To reflect our Active Lancashire values:</p> <p>Forward-thinking - We are innovative, bold and strive to improve People first - People are at the heart of everything we do Everyone counts - We value, respect and appreciate every voice Working together - We drive partnerships and work collaboratively Passion - We are passionate about what we do and care about how we do it Influencing change - Inspiring others to change behaviours and improve lives</p>	<p>Examples:</p> <ul style="list-style-type: none"> • Key partners such as: JCP Work Coaches and support agencies; Housing Associations; NHS and other providers e.g. Police; Recruitment Agencies, Youth Services • Core team - Insight Officer; Volunteer Officers; Relationship Managers and Communications Officer (consult, inform) • Support Workers and Volunteers (consult; inform; co-ordinate) • Council officers

The operating environment and context of the job:

This position will support the delivery of the Rossendale Youth Works Project for an initial 12-month period. This project is working in a direct partnership with Rossendale BC with an aim to engage with Young People who are currently Unemployed or Inactive within the Rossendale Area, or at risk of becoming. The Rossendale Youth Works is a new project working with RBC and DWP to support the unemployment response for Young People aged 18-24 as a result of Covid-19 pandemic. This role will support the organisation extending the model of Rossendale Works to focus on Young People and Develop the Hub Approach to engage them in engaging activities and support. The officer will be taking responsibility for the day to day organisational issues and leading a small team of activity providers and volunteers with support from the Project lead. It is essential that the post-holder works closely with the Economic Development Team, Job Centre Plus and the Relationship Manager and keep their line manager well informed regarding all areas of responsibility. The post- holder must also work closely with their fellow officers particularly around development of youth engagement activities and support for volunteers. This post will also lead on promoting the project throughout Rossendale, thus contributing to increased participation numbers - and seeking to promote good practice both locally regionally and nationally. The Project Officer will provide the ongoing support and mentoring with youth participants accessing health & wellbeing programmes and obtaining work placements as part of the project hopefully leading on to sustained employment.

Governing body/legal requirements:

Data Protection - Safeguarding both Adult and Children - Equal Opportunities - Health and Safety

CEO/Managing Director approval:	Name:	Signature:	Date:
Agreed by job holder:	Name:	Signature:	Date: