



European Union
European
Social Fund



**Active
Lancashire**
SPORT / HEALTH / INSPIRE

Role profile

Employability Officer



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Post

Employability Officer

Salary

£22,571- £25,419

Location

This post will be based at Rossendale Borough Council and local community venues. Travel to events and meetings across Lancashire may be required to meet project needs.

Reporting to

Project Lead

Contract

37 hours, full time, fixed term until 31/10/2022

Benefits

Flexible working hours; free parking; access to Local Government Pension Scheme; 33 days holiday inclusive of Bank Holidays plus additional discretionary Christmas Leave and Wellbeing Day; regular wellbeing activities, wellbeing hour and team development activities; A commitment to your professional development.

About Active Lancashire

Founded in 2000, Active Lancashire is the strategic lead for sport and physical activity in Lancashire. We are one of 43 Sport England led [Active Partnerships](#) that drive a sports and physically active delivery system across the country. Our role means that we engage partners, empower communities and enable individuals across the county so that they can reap the benefits of a more physically-active lifestyle.

Together with our partners, we achieve this by leading, facilitating and delivering [life-changing projects](#) and services across the county that tackle inequalities, transform communities and help people lead happier and more prosperous lives.

By joining our organisation, you will gain a better understanding of local communities and the issues they face, and how our partnership work tackles those issues. Your work will have a direct impact on our communities and bring positive change into people's lives.

Our strategy - A Decade of Movement

In 2021, we launched our new strategy, marking an important moment in our history and an exciting moment for the future of Lancashire. 'A Decade of Movement' is based on the belief that every individual deserves to live an enjoyable and active lifestyle.

The links between increased levels of physical activity and improved health are well known and by getting more active, we know that individuals across the county can transform their lives. Our new strategy highlights that through our partner work and the delivery of our projects and services, we can use the power of physical activity to improve employment rates, decrease levels of deprivation and improve overall health in Lancashire.

We want to see a future where every person has access to, and benefits from a physically-active lifestyle. To learn more, we invite you to watch our strategy [video](#), or alternatively, you can download the summary document [here](#).



Our values

Through living our values, we shape our own culture and influence those around us.

We believe in our values and will apply them every day in everything that we do from delivering our projects and services to our participants, engaging with our partners and stakeholders and working together as a team.

If you are applying for a job with Active Lancashire, you will be asked to demonstrate some of the Active Lancashire values and how they would apply in your everyday work. **You may want to think about work experience or volunteering you have done or experiences from your personal life such as helping friends or family.**

Working Together



We drive partnerships and work collaboratively

Everyone counts



We value, respect and appreciate every voice

Forward Thinking



We are innovative, bold and strive to improve

Influencing change



Inspire others to change behaviours and improve lives

Passion



We are passionate about what we do and care how we do it

People first



People are at heart of everything we do

The role

The successful candidate will provide employability support as part of the Youth Employment Hub currently based at Rossendale Borough Council. The officer will work under the direction of the Rossendale Works project lead by managing and supporting a case load of referrals received from the Job Centre Plus.

This role will focus on proactively engaging with referrals to provide 1-2-1 mentoring and facilitating job and life skills training. This post will have responsibility for completing initial assessments to identify need, providing information and guidance and supporting young people aged 18-24 years to develop skills relevant to career development. A key element of the role will be ensuring data monitoring is updated on a weekly basis so that impact can be captured and reported on as required.

The post holder will be required to work with local providers to enable young people to access additional support around employability skills, mental health, physical health, financial advice and work experience opportunities.

The Employability Officer will also support the facilitation of a programme of health and wellbeing activities which will look to enhance the wellbeing of young people who are moving towards employment. Our values will shape the work delivered by the Employability Officer and will contribute to successful outcomes such as excellent partnership working, improved health amongst beneficiaries and wider system changes to enable health and wellbeing to be prioritised across Lancashire.

Responsibilities

Health and Wellbeing

- To work with a range of providers to engage project participants in health and wellbeing activities.
- To support the delivery and facilitation of activities where required.
- To support the Active Lancashire strategy 'A Decade of Movement'

Employability

- To work directly with the Employer Engagement Officer to support a total of 60 participants into work placements and a further 30 in sustainable employment.
- To work with project partners to ensure participant's needs are met and barriers to employment are removed.
- To provide 1-2-1 mentoring and employability support where required.
- To work closely local training providers to support skill and career development.

Data Monitoring and Management

- To ensure project data is correctly captured in line with grant requirements and GDPR guidance.
- To ensure project outcomes are correctly recorded and updated on a weekly basis.
- To work with the wider team to provide monthly performance reports to the DWP.

Marketing

- To ensure good practice is captured and shared through working closely with the marketing team.
- To produce case studies to highlight positive outcomes and key learning.
- To support the promotion of activities, opportunities and events through social media and other marketing platforms.

Person specification

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

Selection criteria	Requirement
Qualifications and training	
Grade 4 or equivalent in Maths and English.	E
Grade 4 or equivalent qualification in I.C.T.	E
Honours degree or equivalent.	D
Experience	
Experience of data management and adhering to GDPR requirements.	D
Experience of working with individuals who have social, emotional and/or health barriers.	D
Experience of working in a customer focused environment.	D
Experience of working towards project outcomes and outputs.	D
Experience of using electronic data collection systems.	D
Skills, knowledge and attributes	
Excellent communication skills.	E
Excellent organisation and time management skills.	E
Confident at using a wide range of I.T and social media platforms.	E
Able to work within a team and be proactive when working independently.	E
A passion for health and wellbeing.	E



Location

Office based at Rossendale Borough Council, with community outreach across Rossendale. Meetings and other events may require travel across Lancashire.

Application process

To apply, please submit a CV and cover letter (of not more than one page), explaining clearly why you are interested in the role and suited to it (based on the person specification), to jobs@activelancashire.org.uk or apply via the website at www.activelancashire.org.uk.

If you would like an informal discussion about the role, please contact Paul Becouarn (Project Lead) on 07732156060.

In addition, please provide the following information:

- Confirmation you are eligible to work in the UK (the successful candidate will be required to provide documentary evidence before a job offer is confirmed).
- Any reasonable adjustments we can make to assist you in your application or the selection process.

For information on how Active Lancashire processes your data, go to [Privacy Policy](#) | [Active Lancashire](#)

Closing date

5pm - 3rd June 2022

First stage interviews

W/C 13th June

All successful candidates will have been contacted by 10th June 2022. If you have not heard from us by this date, please assume your application has been unsuccessful.

We are an equal opportunities employer and we welcome applications from all suitably qualified persons regardless of their sex; religious or similar philosophical belief; political opinion; race; age; sexual orientation; whether they are married or are in a civil partnership; whether they are disabled; whether they have undergone, are undergoing or intend to undergo gender reassignment. We strive to ensure that our staff represent people from all backgrounds; this is not only the right thing to do but will ensure that we can achieve the best results for the communities that our organisation serves.

