

# Job Description and Person Specification

## Skills and Employment Programme Officer (Care Leavers)

A Lambeth to be proud of



**Job Title: Skills and Employment Programme Officer (Care Leavers)**

**Department: Skills and Employment**

**Division: Economy, Culture & Skills**

**Business Unit: Climate and Inclusive Growth**

**Grade: PO5 (12 months fixed term /full time)**

**Reports to: Head of Youth and Employment (Youth)**

**Responsible for: N/A**

## **Job Purpose**

To support the development and successful delivery of the Full Potential programme that ensure the achievement of Lambeth's Borough Plan and Skills and Employment Strategy outcomes.

To provide a contracting, monitoring, and evaluation role in relation to the Full Potential programme and provide additionality and synergy with existing and emerging programmes of work, setting up and managing monitoring and reporting systems to oversee this.

To lead the development of innovative new approaches to the way the council delivers its employment and skills functions to maximise benefits to care leavers and create sustained economic improvements through good quality employment, skills development and targeted engagement.

To maximise the available resources for employment and skills activity in the borough, this will include integrating and aligning programmes of activity at a borough and sub-regional level, working in partnership with key employment and skills agencies and highlighting opportunities for accessing additional funding where it complements Lambeth's ambitions and areas of work.

Successfully deliver the Full Potential programme through effective recruitment and engagement of Lambeth care leavers, employers and youth services/providers.

Develop a strong network of internal and external partners, employers, and providers, to support the cohesive progression of young people who are unemployed or economically inactive into positive employment and training destinations.

Work with a range of employers and partners to develop innovative and engaging pathways into work, with a focus on 'good jobs' that pay a Living Wage and support future career development.

Confidently promote equity, diversity, and inclusion in all aspects of the work, recognising and challenging discrimination and working to support the engagement and progression of marginalised groups of young people who are disproportionately affected by unemployment.

## **Responsibilities**

- Support Lambeth's NEET care leavers towards fulfilment of their career aspirations through delivery of high quality, holistic employment support services. This will include frontline service delivery and working with partners to engage and progress people on a journey into sustainable employment, and/or training.

- Develop a detailed understanding of the complex employment and skills landscape in Lambeth, becoming the connector of services including referral partners, specialist support providers, training providers, and employers. Establish a robust network and positive working relationships with a wide range of stakeholders.
- Work with colleagues in Children's Services to ensure referral into the Full Potential programme. Liaise with communications colleagues at the council, to ensure that these opportunities are published as widely as possible including updating platforms.
- Develop detailed data and performance monitoring systems for the Full Potential programme. Utilising on the ground experience and understanding of borough provision to identify duplication or gaps, and opportunities for programme development.
- Lead on the full commissioning cycle of delivery partners for the Full Potential programme, including tender process, contract management and evaluation of delivery.
- Effectively engage with a range of employers to provide quality employment and training opportunities for care leavers, promoting the benefits of good work including London Living Wage and positive working conditions and benefits for care leavers.
- Lead on the recruitment of young people, and provide inclusive recruitment support for businesses seeking to recruit local young people, including application screening, in work support, and supported employment.
- The effective financial management of any relevant budgets, and the authorisation of transactions up to an approved limit prescribed by the Business Unit Manager. Sourcing external funding and developing income streams, identifying and aligning external resources wherever possible.

## **Staff Management**

- This position may on occasion be responsible for the supervision of volunteers and candidates on work placement/work experience

## **General**

- Maintain an up to date understanding of legislation affecting your area of work, government policy, good practice from other authorities and agencies
- Contribute to the efficient and comprehensive answering of all queries and questions raised on individual cases by elected members, MP's, the CE's office, the Ombudsman and other

organisations within expected time frames

- Undertake any other duties that may be required to meet the demands of the service. These may be varied from time to time in line with changing service requirements
- To actively promote the Council Equal Opportunity policy and all the Directorate's equalities initiatives
- To undertake flexible work hours including evenings and weekends as required
- Carry out all duties with full regard to managerial responsibilities under Health and Safety Legislation, Data Protection Act 1998, and other relevant legislation

## PERSON SPECIFICATION

<p>It is essential that you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with "Ticks" (✓) on the person specification when you complete the application form.</p>			<b>Shortlisting Criteria</b>
<b><i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i></b>			
<b>Key Knowledge</b>	K1	Knowledge of the sometimes complex barriers to employment faced by care experienced young people	✓A
	K2	Up to date knowledge and awareness of local, regional, and national provision and policies that impact on employment and skills activity for young people	A
	K3	Advanced knowledge of office skills and use of common IT systems including spreadsheets, databases, and CRM systems	A
<b>Relevant Experience</b>	E1	Experience of managing a caseload on a one-to-one basis, engaging, assessing and action planning with candidates, recognising the importance of regular contact to build rapport, reviews and effective tracking and recording of progress	✓A
	E2	Experience of delivering and commissioning employment projects or services for young people, preferably in a public sector setting.	✓ A
	E3	Experience of building and maintaining relationships with a variety of public, private and voluntary sector partners which delivers results	
	E4	Experience of accurate data recording, report writing and analysis of statistical data to inform conclusions recognising the importance of this in supporting wider service planning, and drawdown of funding.	✓A
	E5	Experience of contract performance and financial management	A
<b>Qualification</b>	Q1	NVQ Level 3 in Advice & Guidance or Employability Services, or ability to demonstrate equivalence through	✓A

		significant experience in a relevant employment and skills facing role	
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Core Values and Behaviours		<b>Equity</b> <ul style="list-style-type: none"> <li>• Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.</li> <li>• Ensure fairness and justice is at the heart of my decision making and support to my team and others.</li> <li>• Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do.</li> <li>• Develop others and ensure we work as <b>one team for Lambeth</b>, encouraging everyone to play their part</li> <li>• Take positive action to ensure <b>everyone</b> in my team has opportunities to <b>learn and grow</b> at work</li> <li>• Encourage everyone to <b>be themselves</b> at work and value who they are</li> <li>• I am inclusive and actively <b>celebrate diversity</b>, recognising everyone in my team as individuals.</li> </ul>	
		<b>Kindness</b> <ul style="list-style-type: none"> <li>• Treat each member of my team with <b>respect and dignity</b> just as I would want for myself.</li> <li>• <b>Encourage</b> each member of my team to do their very best work and am available to them to provide support and guidance.</li> <li>• Personalise my support to each team members and look out for them, lending a hand wherever I can</li> <li>• Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together</li> <li>• Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard</li> <li>• Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.</li> <li>• Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.</li> <li>• Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.</li> </ul>	

		<p><b>Accountability</b></p> <ul style="list-style-type: none"> <li>• I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way</li> <li>• I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives.</li> <li>• I ensure my team plan ahead, getting the basics right and take swift action when problems arise</li> <li>• I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.</li> <li>• I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track.</li> <li>• I share my learning, knowledge and skills with others thorough coaching and mentoring and encourage others to do the same.</li> <li>• I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.</li> <li>• I encourage my team to learn and grow and ask questions to find the information they need to do their jobs</li> </ul>	
		<p><b>Ambition</b></p> <ul style="list-style-type: none"> <li>• I Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.</li> <li>• Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved.</li> <li>• Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together</li> <li>• Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes</li> <li>• I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.</li> </ul>	

		<ul style="list-style-type: none"><li>• Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.</li><li>• Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.</li></ul>	
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