

Job Title: Career Mentor – Jobmatch Programme
Hours: 37.5 hours per week
Location: Ballymena
Term: Fixed Term to 31st March 2022 (subject to annual funding review)
Salary: £19,000 per annum, increasing to £20,000 per annum on successful completion of probationary period

Company Background

Network Personnel was established in 1989 and specialises in the delivery of back to work and employability initiatives. As a result of continued growth, they wish to appoint a suitably experienced and qualified Career Mentor for their Jobmatch Programme in Ballymena. The Jobmatch Programme is part funded by the European Social Fund and Department for Economy.

Job Purpose

To support the short and long-term unemployed, helping those who are marginalised including ex-offenders, those with drug and alcohol issues, carers, the economically inactive and those who have not reached the threshold for other government initiatives

Core Duties and Responsibilities

- Work directly with participants focusing on engagement and mentoring of participants, promotion and achievement of positive employment, training and education outcomes
- Carry out detailed assessments of need, identifying and addressing personal barriers to education, training and employment which are affecting individual participants
- Create, agree and implement an Employment Action Plan outlining support to address issues, actions and timescales to achieve positive change
- Assist participants with career-mapping, job-search activities, CV planning, interview techniques- providing information, advice and guidance on learning, work and other relevant positive activities
- Actively manage a caseload of participants at any one time on both a one-to-one and group basis ensuring individual learning and employment needs are addressed and appropriate support is in place
- Identify and coordinate a range of recruitment and selection strategies to secure progression towards employment for participants
- Be a reliable and professional advocate for participants, sourcing and engaging with suitable training providers and employers, on their behalf and/or signposting participants to a range of universal groups, support services/organisations as required
- Undertake ongoing evaluation of outcomes and impacts of both specific interventions and overall impact in terms of progressing individuals
- Deliver/facilitate programmes/workshops based on identified needs of participants
- Work in a confidential and professional manner responding to sensitive issues that ensures participant welfare and safety is of paramount importance and subject to safeguarding guidelines
- Be quality and target driven, ensuring all DfE/ESF and organisational targets, deadlines and standards are achieved and consistently achieve set individual objectives, targets and K.P.I.s
- Develop and maintain excellent working relationships with relevant statutory, community and voluntary organisations
- Maintain accurate records, ensuring the accuracy and completion of all administrative forms and ensuring that all progress towards training and employment is recorded, monitored and reviewed on an ongoing basis
- Provide accurate statistical reports and management information in a timely manner to assist with the monitoring and evaluation of the programme
- Ensure high levels of customer service are maintained through follow up contact with employers, clients and other stakeholders
- Demonstrate a commitment to the safeguarding of 'Adults at Risk', reporting issues as they arise
- Develop and sustain effective working relationships within the Jobmatch Team, Network Personnel and other stakeholder groups e.g. attending team meetings, networking events, etc.
- Undertake CPD activities which enhance individual and organisational performance, maintaining/developing relevant skills to the highest professional standards
- Adhere to and uphold Network Personnel's Code of Conduct, policies, procedures and values at all times including Equal Opportunities, Health & Safety, Data Protection, Lone Working, Confidentiality etc. and provide these policies to clients
- Undertake regular, formal reviews with the line manager, reflecting on targets, performance and practice
- Any other related/reasonable duties as required by management and/or the business objectives.

