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| Job Title: | Progression Officer |
| Hours: | 37.5 hours per week |
| Location | Based in Magherafelt (with travel) |
| Term | Until April 2019 (maternity cover) |
| Salary | £20k - £21k per annum (depending on experience) |

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 'Progression Officer' for their 'Community Family Support Programme' (CFSP). The CFSP is funded by the European Social Fund.

Job Purpose

Reporting to the CFSP Programme Manager – Responsible for facilitating participant-focussed progression routes to employment, education & training opportunities for projects in Mid Ulster; Mid & East Antrim; & Antrim & Newtownabbey council areas. Developing and nurturing relationships with relevant stakeholders (employers, training organisations, FE and HE establishments, & other relevant agencies).

Core Duties and Responsibilities

- Develop an in-depth knowledge of progression opportunities available to participants on CFSP in all regions of delivery
 - Establish and develop links with relevant progression routes including employers, training organisations, FE and HE establishments, DfE/DfC provision & other relevant agencies
 - Liaise with regional teams to identify demand and match with suitable local progression opportunities for participants
 - Engage with participants & employers regarding job opportunities, work placements, career talks, etc.
 - Organise 'taster/information events' for specific progression routes e.g. AppNI information sessions, employer Q&A sessions, small group visits to FE colleges
 - Provide transitional mentoring/support for participants who are leaving the project – help with applying for bursaries/subsidies and specialist support e.g. childcare, 'signing off' benefits etc. for individual needs
 - Maintain contact with participants leaving the project, providing 'minimal' long –term support to help participants to sustain their outcome on leaving – particularly those with complex needs
 - Develop an annual progression strategy for the project in co-operation with other teams/projects (including tracking, analysis and obtaining evidence of longer term outcomes)
 - Attend and represent NP (CFSP) at relevant stakeholder events, to creating awareness of the programme, strengthen relationships with key stakeholders and identify progression routes
 - Manage a contact database and maintain accurate records throughout the life span of the project
 - Work in a confidential and professional manner responding to sensitive issues that ensures participant/family 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 KPI's
 - Maintain accurate records of work undertaken with participants (and their families) that contain detailed up-to-date engagement notes, full details of specific interventions, evidence of positive outcomes etc.
 - 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 via follow up contact with employers, clients and other stakeholders.
 - Demonstrate a commitment to the safeguarding of 'Adults at Risk' and the welfare of children, reporting issues as they arise
 - Develop and sustain effective working relationships within the CFSP Team, the Participant Recruitment Officer, Network Personnel staff 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.
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Progression Officer Person Specification



| | | How assessed |
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| Qualification | <p>Essential</p> <ul style="list-style-type: none"> • Level 3 qualification (or equivalent) in a relevant discipline (Social sciences, Advice & Guidance, Mentoring) plus • 4 GCSE's (or equivalent) at grade C or above to include English | Declaration Form & validation of original copies of certificates |
| Experience | <p>Essential</p> <ul style="list-style-type: none"> • Experience of delivering needs-led support to disadvantaged clients. This includes assessing need, developing action plans, ensuring actions are implemented and reviewed on a regular basis • Experience of sourcing opportunities for those unemployed/disengaged with education or training • A demonstrable track record of consistently having met and exceeded targets over a reasonable period of time | Declaration Form Declaration Form Declaration Form |
| Job related Knowledge | <p>Essential</p> <ul style="list-style-type: none"> • Strong knowledge and ability to use Microsoft Office including Word, Excel and Outlook • Knowledge and understanding of Child Protection and Adult Safeguarding policy, procedures and legislation • Ability to construct SMART, individually tailored action plans for individuals complex needs | Declaration Form Declaration Form Interview |
| Skills and Competencies | <p>Essential</p> <ul style="list-style-type: none"> • Ability to coach, mentor and develop others • Excellent written communication skills • Excellent verbal communication skills • Excellent attention to detail and ability to work to a high degree of accuracy • Self-motivated with the ability to work productively in a fast paced environment • Ability to persuade, influence and negotiate • Innovative with the ability to take initiative • Good presentation skills • Enthusiastic and passionate with a desire to succeed • Flexible to meet the needs of the business • Good time management skills • Approachable, empathic and compassionate • Open-minded and impartial team player | Declaration Form Declaration Form Interview Interview/CV Interview Interview Interview Interview Interview Interview Interview Interview Interview Interview |
| Other requirements | <p>Essential</p> <ul style="list-style-type: none"> • Full driving licence and access to a vehicle for work purposes or ability to demonstrate alternative method of being able to fulfill any travel related duties of the role. | Declaration Form |

Applications Procedure

To express your interest in this role, please complete and forward the Applicant Declaration form, confirming your suitability for the role and how you meet the essential criteria, together with your C.V. (in word format only) to cfsp@networkpersonnel.org.uk
Closing Date for receipt of applications is **Thursday 23rd August 2018 @ 5pm.**

Candidates must demonstrate that they have met the essential criteria within each area. Incomplete applications shall not be accepted and failure to demonstrate meeting the essential criteria will result in the application being unsuccessful at the shortlisting stage.

We reserve the right to enhance the short listing criteria where and when this is deemed necessary. All successful candidates will be subject to a Access NI Check and suitable references and where there is a requirement to drive their own vehicle for work purposes evidence of their vehicle being insured for work purposes will be required. *Network Personnel is part of the Workspace Group, a social enterprise based in Mid Ulster.*