

Key Worker GROW Hub x2



Hours: 37.5 hours per week
Location: Mid Ulster
Term: Fixed Term to 30th June 2022
Salary: £23.5k (pro rata) per annum

Company Background

Network Personnel 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 Key Worker for their GROW (Growth, Resilience, Opportunities and Works) Hub. The GROW Hub is funded by the UK Government through the UK Community Renewal Fund.

Job Purpose

To ensure the GROW Hub is successful in the recruitment and intensive support of 80 unemployed and economically inactive participants in the Mid Ulster area within the programme timeframe (January 2022 - 30th June 2022).

The Key Worker will provide and facilitate an individually tailored employability support package for participants, reporting directly to the GROW Hub Programme Manager.

Core Duties and Responsibilities:

- Develop a network of multidisciplinary community partners in the Mid Ulster region, with the shared objective of identifying and recruiting 80 long term unemployed/economically inactive GROW Hub participants (within required timeframes)
- Facilitate GROW Hub meetings and marketing events, providing a consistent and professional point of contact for all stakeholders
- Effectively manage referrals and a busy caseload of participants, providing intensive support (8-15 hours per week, for an average of 12 weeks) to individuals with complex and wide-ranging needs/barriers to employment
- Conduct detailed holistic assessments of participant need/barriers, agreeing an individual support plan (proposing interventions to address health and socio-economic issues as well as education, employment & training needs) within a prescribed budget
- Contribute to decision making/ratification processes with a multi-disciplinary team, ensuring that participant needs/barriers are agreed and addressed in order of priority with a comprehensive plan and rationale in place for all interventions/activities
- Contribute to budgetary decisions and maintenance of financial records, ensuring that spend is appropriately allocated and actioned in an effective and timely manner
- Provide ongoing intensive 1-to-1 advocacy, mentoring support and activities, liaising with and signposting to appropriate specialist support services (working in conjunction with GROW network partners)
- Independently deliver/facilitate focus groups and workshops (e.g. life skills, funding/financial guidance, training, employability, team building experiences)
- Participate in multidisciplinary case conferences, reviews and team meetings, ensuring the GROW Hub meets all time-bound objectives
- Contribute to the ongoing evaluation of GROW Hub outcomes, compiling data and detailed impact reports
- Adhere to and uphold Network Personnel's Code of Conduct, policies, procedures and values at all times.

Key Worker - Essential Criteria	
Qualifications	<ul style="list-style-type: none"> • Level 3 qualification (or equivalent) in Health/Social Care, Family Support, Youth Work, Social Work or other relevant discipline plus • 4 GCSE's (or equivalent) at grade C or above to include English
Experience	<ul style="list-style-type: none"> • Experience of designing and delivering holistic needs-led support in the area of health and social issues and/or education, employment and training. This includes assessing need, developing action plans and ensuring actions are implemented and reviewed on a regular basis • Experience of facilitating/delivering stakeholder information sessions and workshops • Experience of working in a multidisciplinary context, collaborating with a range of services/professionals to meet the individual needs of disadvantaged individuals • Experience of contributing to budgetary decisions, ensuring appropriate allocation of funds and value for money within 'best practice' guidelines • Experience in evaluation of programme outcomes and impact against targets and objectives • Experience of working to and understanding Child Protection and Adult Safeguarding policy, procedures and legislation • A demonstrable track record of consistently having met and exceeded targets over a reasonable period of time • Experience of carrying out home visits or lone working
Job related knowledge	<ul style="list-style-type: none"> • Strong knowledge and ability to use IT packages including Microsoft Office, Word, Excel and Outlook
Skills & Competencies	<ul style="list-style-type: none"> • Ability to independently recruit and liaise with multiple stakeholders in a professional manner • Ability to coach, mentor & develop individuals with complex needs/barriers • Excellent written and verbal communication skills
Other requirements	<ul style="list-style-type: none"> • Full driving license and access to a vehicle for work purposes or ability to demonstrate alternative method of being able to fulfil any travel related duties of the role.

Applications Procedure

To apply for this role, please submit your CV along with fully completed Applicant Declaration to alex.mckee@networkpersonnel.org.uk **by 12pm on Tuesday 25th January 2022**

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 an 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.

Applicant Declaration of Achieving Essential Criteria



Name of Applicant: _____

Role: Key Worker GROW Hub

	Essential criteria	Please specify how you meet the essential criteria in each area.
Qualifications	Level 3 qualification (or equivalent) in Health, Social Care, Family Support, Youth Work or other relevant discipline	
	4 GCSE's (or equivalent) at grade C or above to include English	
Experience	Experience of designing and delivering holistic needs-led support in the area of health and social issues and/or education, employment and training. This includes assessing need, developing action plans and ensuring actions are implemented and reviewed on a regular basis	
	Experience of facilitating/delivering stakeholder information sessions and workshops	
	Experience of working in a multidisciplinary context, collaborating with a range of services/professionals to meet the individual needs of disadvantaged individuals	
	Experience of contributing to budgetary decisions, ensuring appropriate allocation of funds and value for money within 'best practice' guidelines	
	Experience in evaluation of programme outcomes and impact against targets and objectives	
	Experience of working to and understanding Child Protection and Adult Safeguarding policy, procedures and legislation	
	A demonstrable track record of consistently having met and exceeded targets over a reasonable period of time	
	Experience of carrying out home visits or lone working	
	Job related Knowledge	Strong knowledge and ability to use Microsoft Office including Word, Excel and Outlook

Skills and Competencies	Ability to independently recruit and liaise with multiple stakeholders in a professional manner	
	Ability to coach, mentor & develop individuals with complex needs/barriers	
	Excellent written and verbal communication skills	
Other requirements	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.	