

**Job Description**

**This post is funded through the European Social Fund and The National Lottery Community Fund**

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| **Job title:** | Employment Specialist |
| **Location:** | Cannock base but work will be out in the community across Cannock district |
| **Responsible to:** | Employment Services Manager |
| **Responsible for:** | Supporting participants on the Building Better Opportunities programme to move into employment by improving their skills and capabilities to enter and sustain work. |

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| **Job purpose**  To secure the delivery of the Building Better Opportunities Programme outputs and outcomes. As part of the Landau delivery team the post holder will support people into employment, through sourcing and matching to vacancies, delivering creative workshops, confidence building, coaching and advising with all aspects of searching for work.  This post is part of the Building Better Opportunities programme in Staffordshire lead by Steps to Work and is funded by the European Social Fund and the National Lottery Community Fund as part of the 2014-2022 European Structural and Investment Funds Growth Programme in England. |

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| **MAIN DUTIES** | |
|  | Support participants on the project to identify eligibility for the project and the current barriers and needs that prevent them from moving into future employment |
|  | To find solutions to barriers in order to support individuals to move forward, providing impartial information, advice and guidance in line with Landau’s commitment to Matrix standards |
|  | To monitor participant progress ensuring they are fully supported to develop confidence and motivation to achieve outcome targets |
|  | To find creative means with which to engage and sustain individuals onto the project, delivering activities and short courses as appropriate to meeting client need |
|  | To deliver job search workshops to ensure appropriate match of vacancies to skills |
|  | To source appropriate training and work experience for participants to develop and enhance their skills |
|  | To feedback to managers/supervisors on participant progress and any risk to the participant sustaining engagement |
|  | To ensure all appropriate paperwork is completed timely and accurately so the appropriate claims are not delayed to The National Lottery Community Fund |
|  | To ensure systems are in place to gather all required information to meet external and internal contract conditions and to ensure the information flow is timely with any appropriate actions being taken |
|  | To assist in the preparation of project reviews, reports, project audits as required by the BBO, ESF, Landau and Steps to Work |
|  | Establishing and maintaining electronic and hard copy files as required for the project |
|  | To ensure all contract information is accurate, appropriately filed, current and available for those who need to access it complying with GDPR regulations and policies |
|  | Any other duties required for the BBO Evolve programme |
|  | Use a variety of software packages such as Microsoft Word, Outlook, Excel, Access etc. to produce correspondence, records, spreadsheets and databases |
|  | Organise and prioritise own time and responsibilities effectively |
|  | Act in a professional manner at all times, ensuring that Landau is presented in a positive manner. |

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| **OTHER** | |
| **1.** | Work in collaboration with all staff teams across Landau to ensure effective cross-working to meet the objectives of the charity |
| **2.** | Keep abreast of developments in local, regional and national skills and employment provision supporting vulnerable groups |
| **3.** | Take responsibility for own personal development and acquisition of new skills and knowledge in line with the changing needs of the role and the charity |
| **4.** | To contribute to team and departmental meetings as required |
| **5.** | To promote the charity in a positive and professional manner |
| **6.** | To provide support to organisational staff and the Charity Manager as required |
| **7.** | Work in collaboration with all staff teams across Landau to ensure effective cross-working to meet the objectives of the charity |

Post holder may be required from time to time to undertake other duties, not specifically mentioned in this job description, but within levels of their salary scale. On occasion there may be travel and work in unsocial hours

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| **Prepared By:** | Cerys Holder HR Officer updated by Joanne Barber |
| **Date:** | February 2021 |

The Company reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Company’s business.