

Employability Keyworker

Council Offices, Kirkwall

At a glance:

Grade: F

Salary: As per advert

Allowances:

- Distant Islands Allowance
- Unsocial Hours 10%

Job Purpose:

To ensure the efficient and effective delivery of high-quality all age person-centred employability support that is flexible and meets the needs of the individual, supporting them to make positive steps towards learning, training and fair and sustainable work. The post will work to the outcomes and policy intent of No One Left Behind, with a focus on delivering support to individuals identified as having significant barriers to progression.

For application support contact hrsupport@orkney.gov.uk or call **01856 873535 ext.2250**

Benefits and Support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)	Supported to work and earn whilst achieving qualification
Local Government Pension Scheme	Maternity, Paternity and Sick Pay
Comprehensive induction process	Employee Assistance Programme

Main Duties and Responsibilities

Provide high-quality, person-centred provision to support individuals aged 15-67 to progress towards identified outcomes.

Support individuals identified in No One Left Behind as requiring additional support to access learning, training and sustainable employment.

Work with individuals to co-produce person centred, holistic Individual Development Plans, detailing SMART targets and supporting individuals to progress towards and achieve identified outcomes.

Work on a one to one or group work basis to support individuals to develop and embed confidence, self-esteem, motivation and transferable core skills to support progression towards learning, training, education and fair and sustainable work.

Establish and maintain positive and productive relationships with partners to develop, maintain and promote a collective and coordinated approach to meet individual and community needs.

Work in partnership with individuals and wider partners, including education/training providers, voluntary sector partners and employers, to plan create and deliver bespoke learning/volunteering/employment opportunities to meet the needs of the people we work with and support progress towards employment

Identify and develop resources to ensure efficient delivery of service to meet individual and project needs.

Work with individuals and wider partners, employers and families, as appropriate, to monitor evaluate and report individual progress, detailing areas of achievement.

Prepare reports, maintain accurate records, record unmet need and undertake other written work as required by the Service.

Ensure a holistic approach is adopted to service delivery, to support progress towards wider health and wellbeing positive outcomes.

Ensure an early intervention, sensitive and professional approach is adopted when dealing with possible conflict situations or challenging behaviour.

Attend, facilitate, chair and minute meetings held in the interest of the person using the service, or attend and participate in meetings delegated by the Community Learning Officer.

Work with local employers to promote equality and diversity within the local workforce and promote and broker accessible routes to fair and sustainable employment opportunities for those identified within No One Left Behind.

The post is not responsible for the day to day first line supervision of staff. They will provide day to day advice, guidance and support to other members of staff and be responsible for the management of volunteers. The post is not responsible for the application of personnel policies and procedures.

Authorisation to sign off orders and invoices, accountable for the monitoring of financial transactions of the service as required and supporting service users in their choice to manage their own financial and personal resources.

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

The minimum knowledge required for this role can be evidenced by either: Holding a qualification at SCQF 6/7 level, e.g., SVQ3, National Certificate, HNC, in Community Learning and Development or related area.

OR

Having a minimum of 3 years' previous relevant experience.

Experience of working in a Community Learning and Development, Education, Social Care or other relevant setting

Experience of person-centred planning and delivering assessed outcomes

Experience of providing holistic all age support to meet individual needs.

Experience in developing and delivering programmes and initiatives to meet identified needs.

Experienced in use of computerised systems including Microsoft Office and social media platforms.

Ability to demonstrate an understanding of the issues experienced by people facing barriers to progression

Ability to demonstrate knowledge of legislation, policy and guidance relating to No One Left Behind.

Experience of partnership working

Ability to travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the Service.

Requirements of the Role

Disclosure/PVG:	Level 2 Disclosure, PVG Adults	Convictions to Declare:	All
Politically Restricted Post:	No	Sponsorship:	No
Work Additional Hours:	No	Term Time Post:	No