



WARRINGTON
Borough Council



European Union
European
Social Fund

JOB DESCRIPTION

DIRECTORATE: Growth

SERVICE: Warrington & Co

POST DETAILS:

Job Title: Key Worker

Grade and Salary: Grade 6 £22,911 - £26,317

Location of Work: The Base, Dallam Lane, Warrington WA2 7NG

Directly Responsible To: Employment Development Manager, Warrington & Co
Directly Responsible For: n/a

Hours of Duty: 37 hours per week

Primary Purpose and Scope of the Job:

The post holder is responsible for the requirements to support the successful delivery and programme management of the European Social Fund project Cheshire and Warrington Journey First supporting young people and complex adults into employment. The programme will be delivered across Cheshire and Warrington by Cheshire East Council, Cheshire West and Chester Council and Warrington Borough Council, with Cheshire East Council Public Sector Transformation Team acting as accountable body.

To maintain a participant caseload system with accurate up to date information that meets required tracking and reporting requirements, liaising with support services and employers to gain up to date information on participants' progress and destinations. To support and encourage Journey First participants through a range of support activities and into sustained employment. Also to have a good grasp of local labour market intelligence and an ability to engage with employers to broker job opportunities and providing the support necessary to sustain the job.

WORKING RELATIONSHIPS:

To include, but not restricted to: WBC officers and Members, public agencies, funders and awarding bodies, partner organisations, employers, voluntary sector and community groups, project delivery staff and tutors, learners, project beneficiaries and other members of the public.

KEY TASKS AND ACCOUNTABILITIES:

1. The post holder must carry out the duties with full regard to the Council's Corporate Plan, the Corporate Equality and Diversity Policy, Health and Safety Policy and Social Inclusion Strategy.
2. To maintain contact with Journey First participants, and to work proactively with support services and employers, to ensure that accurate and up to date information on their participation, progress and destinations is recorded at all times.
3. To develop mutually beneficial relationships with local employers, organise work trials, promote available incentives, and maintain a database of opportunities and contact details. Provide support to employers with any adjustments required to successfully move someone into work.
4. To refer participants to a range of support opportunities which will help young people and adults with complex needs to develop the skills and experiences they need to achieve their aspirations.
5. To maintain regular contact with young people and adults with complex needs who are not participating or have dropped out of the Journey First project, encouraging them to apply for opportunities and offering the appropriate support.
6. To conduct follow up activities, as instructed by the Employment Development Manager, in accordance with project, funding body or statutory guidance.
7. To refer young people and adults with complex needs who require in-depth support to appropriate services, including attending with them where necessary to maintain their confidence and ensure attendance.
8. To carry out risk assessments of volunteering and work placement opportunities to ensure the health and safety of participants and that appropriate experience will be gained and progress made. To highlight and escalate any issues as appropriate.
9. To conduct one-to-one meetings with participants, if needed, in accordance with health and safety guidance issued by managers.
10. To monitor young people and adults with complex needs in utilising careers guidance systems and toolkits, including CV writing, interview preparation and application form systems.

11. To source and procure resources and services required to encourage participation in project activities and achievement of employment outcomes, whilst ensuring adherence to Journey First procedures.
12. To ensure the involvement of young people and adults with complex needs in the development of services and ensure effective arrangements for feedback from those participating in services.
13. To carry out all duties with due regard to confidentiality and data protection regulations.
14. The postholder is responsible for the safeguarding and promoting the welfare of young people and/or vulnerable adults.

REVIEW ARRANGEMENTS:

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.

Prepared/Revised By:

Tim Smith August 2020

This role is funded by the European Social Fund.