

Job Description

Job Title:	Programme Lead (Education, Training and Employability)
Salary Range:	£25,424 - £27,588
Location:	Multiple delivery sites across Coventry
Contract Duration:	Fixed term until December 2022
Hours per week:	40

Job Purpose:

Provide unique training, volunteering and employment opportunities linked to the Commonwealth Games to disadvantaged young people aged 18 – 30, and to support them into Employment, Education and Training opportunities. The programme will encourage young people to experience volunteering and use their experience as a catalyst for change.

1. To use knowledge of local partnerships to support and enhance the programme range and reach.
2. To lead the communications work for the programme.
3. To report back on monitoring and evaluation processes to the PYF Programme Manager.
4. Actively recruit eligible and suitable young people to the programme
5. Collect and store the required evidence of eligibility as per the programme requirements.
6. To coordinate delivery partners, ensuring the right information and evidence is being collected and implemented into monthly claims
7. To implement projects alongside PYF's wider service priorities (Education, Health and Well-Being and Community Engagement)

Main Duties and Responsibilities:

1. Effectively engage with young people (18 - 30) who are NEET or 'at risk' of NEET onto the Stand Out project.
2. Play an active role in the leadership of the Stand Out project, working with the Programme Manager to realise its objectives.
3. Management of programme and partners, including developing work plans, managing performance, and providing support.
4. Lead and develop innovative projects and programmes aimed at the development of self-esteem, confidence and skills of young people.
5. Work with the young person to create an Individual Action Plan (IAP) which will inform their activities over the course of their engagement with the programme.
6. Provide information, advice, and guidance for young people to help them make positive life choices.
7. Develop innovative projects and programmes aimed at using volunteering to create positive habits and transferrable skills to support young people to progress.
8. Ensure all activities are progressing the young person towards entering education, employment or structured job search.
9. Work with local communities and stakeholders to develop a referral scheme for eligible young people into the Programme.
10. Lead the development of sustainable opportunities for young people in the city, ensuring links are made into employment, education and training pathways.
11. Work with a wide range of stakeholders, including local community groups, voluntary organisations, statutory organisations and residents to develop support for the project.
12. Ensure the effective implementation of projects by ensuring best use is made of financial and other resources and that effective monitoring and evaluation is carried out.
13. Actively promote equality of opportunity in all areas of work in line with Positive Youth Foundation's Equal Opportunities Policy and relevant action plans.

14. Ensure appropriate standards of health and safety are maintained for staff and members of the public in accordance with legal requirements, Organisational policies and procedures and other relevant good practice guidelines.
 15. Share information and meet confidentiality arrangements, in particular in regard to safeguarding matters.
 16. Any other duties and responsibilities within the range of the salary grade.
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All duties and responsibilities must be carried out with due regard to the Positive Youth Foundation Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Positive Youth Foundation Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: Staff and providers employed as part of the Involved strand.

Responsible to: **Senior Manager – PYF**

Person Specification

Job Title:	Programmes Lead (Education, Training and Employability)
	Job Requirements
Knowledge:	<ul style="list-style-type: none"> • Understanding of the pertinent issues relating to young people who are Not in Employment, Education or Training (NEET). • Understanding of the barriers disadvantaged young people face with regards to employment • Understanding of strong project management techniques and processes, relevant to this role. • Knowledge of other service providers and their remits to support NEET young people with complex needs. • Understanding local structures and the importance of partnership work. • Understanding the role volunteering can play in the lives of young people. • Understanding of the importance of good data collection and techniques of how to collate this through projects.
Skills and Abilities:	<ul style="list-style-type: none"> • Able to communicate effectively and understand young people, including how to effectively support them on to appropriate provision. • Able to communicate effectively with external agencies and represent PYF in a professional manner. • Able to plan, monitor and deliver projects which maintain the interest of young people. • Able to adapt a programme to meet the needs of young people. • Ability to be flexible, adaptable and a good team player. • Be reliable and punctual. • Able to manage and support groups of young people who present varied needs. • Able to record information using computer software. • Able to reflect critically on the team's youth work practice and help staff to think through the impact of their work • Able to manage and support staff and assist their personal training needs. • Able to develop new programmes relating to the needs of young people and local issues. • Creative, solutions-focused and able to overcome difficulties and inspire others.
Experience:	<ul style="list-style-type: none"> • Minimum 3 years' experience of working with young people within a targeted youth-work or community setting. • Minimum 12 months' experience of directly managing staff.

	<ul style="list-style-type: none"> • Previous experience of leading youth group activities. • Previous experience of setting up and delivering intensive support work with young people (one to one and group settings). • Development and implementation of projects, which include monitoring and evaluation Experience and understanding of working with NEET young people
Educational:	Service-relevant qualifications will be considered.
Special Requirements:	<ul style="list-style-type: none"> • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A full Criminal Record Bureau Disclosure will be required prior to appointment.