



10-12 Victoria Street
 Hillfields
 Coventry
 CV1 5LZ
 Tel: 024 7655 0564
 E-mail:
 reception@watchcharity.org.uk
 www.watchcharity.org.uk



JOB TITLE: Training & Youth Development Officer

SALARY (£19,500 - £23,500)

Purpose of job:

- Work closely with other appropriate members of staff to develop initiatives for young people
- To develop links with young people who are not engaged in meaningful employment training or education.
- Work closely with the young people to develop appropriate career paths.

Duties and responsibilities

- Use existing links to statutory agencies e.g. Probation Service, Youth Offending Team, Youth Service, Social Services and other voluntary or community groups to market the project and identify suitable young people.
- Provide support and counselling to young people either “one to one” or with small groups to develop career strategies particularly exploring main stream and alternative provision.
- Provide training or activities to engage support and develop young people.
- Provide assistance to young people to access provision (help with C.V, application forms, interview techniques).
- Work closely with appropriate agencies to identify barriers to employment and any support needed.

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- Become a focal point for young people engaged in the project and offer them ongoing support.
- Work closely with other members of the WATCH Team's to ensure best information, advice and guidance (IAG) support is given to young people at all times.
- Represent the project at appropriate meetings as requested by WATCH Centre Manager.
- Maintain caseload and project monitoring information and produce monthly and quarterly reports, case studies, gather evidence of Outcomes and Results and other analytical data.
- Work closely with appropriate members of staff to grow the project and contribute to the development of a range of services to meet the needs of participants.
- Identify any gaps in existing provision and in conjunction with other members of staff to develop meaningful alternatives.
- Be responsible and accountable for carrying out the duties and responsibilities of the post in line with the company's policies and procedures.
- Carry out other duties defined by the Youth Development Manager commensurate with the level of the post.

Person Specification

Essential:

Qualifications

1. Youth Work degree, youth work L3 qualification, or equivalent (or willingness to work towards relevant vocation qualification)
2. IAG L3 qualification, or equivalent (or willingness to work towards relevant vocation qualification)





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Experience

- Experience of delivering youth employment support, advice and guidance
- Experience of devising courses to meet needs of specific groups and individuals, and producing appropriate learning and assessment materials.
- Experience of working within a community setting

Skills

- Excellent literacy and numeracy skills
- Ability to motivate and support learners
- Excellent administrative and organisational skills and proven ability to maintain up to date, accurate portfolios and student records.
- Excellent communications skills

Knowledge

- Knowledge of the current national developments in literacy and numeracy teaching and learning
- Practical understanding of how literacy and numeracy courses at pre entry and entry level can widen participation amongst those who have previously missed out on education

General

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and individuals in accordance with the Equal Opportunities Policy
- Help to maintain a safe working environment by: following local codes of safe working practices and the Health and Safety policy undertake such other duties within the scope of the post as may be requested by the Youth Development Manager

How to Apply: Email your CV and cover letter to youth.admin@hillzfm.net

Closing Date: Friday 18th June 2021





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