

 Job Description: Employment, Training & Skills

 Support Worker

 NEW WORTLEY COMMUNITY ASSOCIATION

**New Wortley Community Association**

New Wortley Community Association manages New Wortley Community Centre & Wellbeing Centre and is based in the New Wortley area of Leeds. We offer a wide range of services, projects and activities that aim to help local people living in Armley Ward to access what they need to live happy, healthy lives. We recognise the skills and assets within our community that can be drawn upon, developed and progressed to tackle issues and come up with localised solutions. We recognise the diversity in our communities and work with them to create positive change that makes people proud of where they live and to achieve their full potential.

**Offender Support Project**

## The overall aim of this project is to improve the chance of a successful rehabilitation and reduce re-offending rates for low to medium risk offenders by offering holistic and person centred support to offenders coming out of prison and to improve health outcomes

## Building Blocks Project

## Building Blocks is a community health project that aims is to boost confidence and self-esteem by engaging and supporting local people through services, projects and activities that can be accessed at the community centre. Support includes navigating access to services and support and help with access to employment, training and skills opportunities. The project engages local people looking at small achievable goals and progression routes to achieve this.

**Purpose of Role**

The role will work across two projects delivered by New Wortley Community Association. The role will support the New Wortley Offender Support Project and also the Building Blocks Project and will support people accessing these services by assessing current skills, providing vocational information and guidance to help them moving closer to the job market

**Management Supervision and Guidance**

You will be responsible to the Operations Manager/Offender Support Project Manager

**Duties and Responsibilities**

* Work with clients on a one-to-one basis providing a person centred approach to moving them closer to the job market
* Compile a vocational profile for all clients establishing their skills and expectations and identify barriers and support needs
* Provide support to clients who participate in the “Connecting New Wortley” and “Connecting Armley” digital inclusion projects ensuring they feel connected to their community and that they have access to materials to support them move closer to the job market where appropriate
* Develop a “Ready for Employment” Action Plan for clients
* Identify suitable employment, training or volunteering opportunities for clients through discussions with them and suitable employers/training providers
* Organise work experience opportunities where appropriate and in accordance with client need. Provide support and monitor progress
* Provide information regarding welfare benefits and the financial implications of paid employment
* Provide appropriate support and training to enable clients to secure and sustainable employment
* Develop a network of contacts and build relationships with social services, support services for ex-offenders, employment offices, welfare benefit experts etc to assist with the referral, assessment and support of clients
* Work with employers to develop employment opportunities through a range of support initiatives
* Promote positive relationships between clients and the NWOST/BB staff team
* Respect clients right to privacy, dignity and confidentiality and comply with GDPR
* Maintain appropriate professional boundaries at all time, whilst working in a person centred way
* Collate and present information for monitoring and reporting purposes, including up-to-date and accurate and timely record keeping for individual clients records
* Maintain close links with other services in line with safeguarding procedures and make other appropriate interventions when a client’s mental health causes a concern
* Contribute to collaborative team working supporting the work of the wider centre proposition

**General**

* Adhere to the NWCA policies and procedures at all times
* Undertake any other duties as appropriate to the post or which may from time to time be reasonably determined by the Chief Executive Officer or the Board of Trustees

**NWCA reserve the right to vary or amend the duties and responsibilities of the post holder at any time in accordance to the needs of the business**