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| **EYST Employment Support Officer** | |
| **Job Title** | **Employment Support Officer** |
| **Hours of Work** | 35 hours a week |
| **Salary** | £26,000 per annum |
| **Tenure** | Fixed Term till end of Dec 2024 |
| **Responsible for** | EYST Clients |
| **Responsible to** | EYST EEP Project Lead |
| **Location of Work** | EYST Swansea (Drop In Centre) |
| **Notes:** | This is a client facing role, work will need to be completed at our Swansea Drop-In location.  An enhanced DBS will be required for this role  Right to work evidence will be required for successful candidate. |

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| **Project Overview**  EYST has received funding from Swansea Council as part of the Share Prosperity Fund\* to support individuals into employment, providing a range of support to overcome barriers that face ethnic minority candidates including refugees.  This is exciting project which meets a real need in the community  “The UK Shared Prosperity Fund is a central pillar of the UK government's Levelling Up agenda and provides £2.6 billion across the UK, of funding for local investment by March 2025. This job is funded by the UK Government through the UK Shared Prosperity Fund.”  “Mae Cronfa Ffyniant Gyffredin y DU yn un o golofnau canolog agenda Ffyniant Bro Llywodraeth y DU a bydd yn darparu £2.6 biliwn o gyllid i'w fuddsoddi'n lleol erbyn mis Mawrth 2025. Mae’r swydd hwn yn cael ei gyllido gan Lywodraeth y DU drwy Gronfa Ffyniant Gyffredin y DU.” |

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| **Aims of the Post** | |
|  | To provide bespoke support based on individual clients needs |
|  | Identify barriers to employment and find solutions |
|  | Work closely with partners to meet gaps in provision |
|  | To support the delivery of the project |

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| **Principal Accountabilities and Main Duties** | |
|  | Provide bespoke to clients based on their individual needs |
|  | Identify individual barriers to employment |
|  | Support clients with a range of employability skills include CV writing, employment searches and interview techniques |
|  | Maintain and update all records and databases |
|  | To maintain safeguarding of clients |
|  | Facilitate training sessions for clients |
|  | Liaise with partners on the project including Adult learning Wales to provide Sector Specific ESOL classes |
|  | To take part in training courses, staff meetings and regular supervision |
|  | To work within relevant health and safety legislation |
|  | To ensure the implementation of agreed information sharing protocols, and risk assessment procedures |
|  | To ensure that the project promotes and reflects equality of opportunity at all levels. |
|  | To ensure that EYST Safeguarding & Child Protection and all other relevant policies are implemented |
|  | To uphold the confidentiality of information of clients |
|  | To ensure EYST administrative and financial systems are effectively maintained |
|  | Maintain high levels of professional standards |
|  | To carry out any other duties that may from time to time be required |

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| **Person Specification** | | |
|  |  | Essential or desirable |
|  | A good knowledge of employment support | **E** |
|  | A good knowledge/ experience of issues facing individuals from Ethnic Minority communities | **E** |
|  | Experience of organising training | **E** |
|  | Awareness of barriers to employment | **E** |
|  | Understanding of employment landscape in Swansea | **E** |
|  | Ability to work with partner organisation to provide best possible support | **E** |
|  | Experience of recording and reporting projects outcomes | **E** |
|  | An understanding and commitment to equal opportunities | **E** |
|  | Excellent communication skills | **E** |
|  | Good planning and interpersonal skills | **E** |
|  | Ability to work on own initiative | **E** |
|  | Ability to work in a team environment | **E** |
|  | Ability to work in line with EYST OAR Framework (Show the ability to work with Accountability, Ownership and Respect) | **E** |
|  | Self-motivated and able to work to deadlines and under pressure | **E** |
|  | Competence in IT, including Email, Powerpoint, Word, Excel | **E** |
|  | Ability to work in a high intensity environment | **E** |