

Job Profile

Job Broker (Work it Out)

Grade:

6

Date created: April 2021

Date reviewed:

About the Job

To support to care experienced young people who are not in education, training or employment (NEET) to develop their skills and capacity moving them into employment, apprenticeships or traineeships.

This is what we need you to do...

Functional

- Help young people raise their aspirations of employment through vocational profiling and identification of suitable job goals
- Provide individuals with an individual employment plan regularly assessing progress against objectives and goals
- Develop tangible and sustainable partnerships with placement providers and a range of organisations who can provide support for care experienced young people
- Develop an understanding of local labour-market demographics and work with local employers to match their needs to the abilities of individuals
- Deliver sustainable employment outcomes for young people with a range of barriers to employment
- Complete action plans and other paper work to required standard
- Promote a positive attitude towards employment to individuals and professionals working with them
- Work with external teams and other team members as required to help the transition young people into employment services/employment

Special Conditions

- Work in locations across Gloucestershire
- To adhere to all organisations Health and Safety procedures and other policies and procedures applicable to employees
- To ensure safeguarding policies and procedures are adhered to

- Subject to enhanced CRB check
- Subject to training and qualification

Principal Contacts

- Strategic Lead for Disability Employment
- Youth Support Team
- Social Workers
- Post 16 teams
- Forwards Assistant Manager
- Other Adult Social Care Teams
- External Partners
- Young people
- Employers
- Education Providers
- GCC and DWP Providers
- Housing providers
- User Led Organisations

The ideal candidate will have...

Experience

- Innovative and creative approach
- Able to work on own initiative
- Customer focussed business planning and delivery

- Knowledge of employment policies, procedures and welfare services
- Experience of working with, or supporting care experienced young people
- Achieving performance outcomes
- Experience of working in a multi-agency setting

Behavioural attributes

- Confident, enthusiastic, self-motivated and able to build effective relationships with service users, welfare providers, employers, other GCC teams and families and carers
- Ability to take responsibility and work on own initiative, under pressure and to deadlines without direct supervision
- Able to balance competing demands effectively
- Contributes positively to organisational change
- Customer focused
- Diplomatic but persuasive
- Enthusiastic about learning and sharing new approaches and skills, and continuing professional development

Knowledge, Skills and Understanding

- Good inter-personal skills
- Excellent skills in Microsoft Outlook, PowerPoint, Word, Excel and other ICT systems and e-government including large operational business systems and performance management systems.
- Excellent communication skills, both written and verbal at all levels
- Strong organisational skills
- Effective time management
- Negotiating and influencing skills

Education & Qualifications

A range of qualifications and experience will be considered for this post.