

Job description

Job title: Education, Employment and Training Re-engagement Advisor

Grade: Grade 8

Job evaluation reference: ES660

Job family: Health and Social Care

Purpose and impact

Local authorities have statutory duties to give support to re-engage those who are not participating in education, employment, or training (those who are NEET). This role will provide both direct work with young people who are NEET, and signposting to services which can support them in being ready to return to education, employment and training.

Specifically, this role will play a key part in the following activities:

- Help young people to overcome barriers that affect their capacity to engage in learning, education or employment.
- Work with relevant partners to support young people within education and training providers, as well as employers in designing local provision to ensure it meets the needs of young people.
- Work with professionals within the six geographical localities and specialist services across Dorset to ensure service work in a joined-up way and take a whole family approach.

Key responsibilities

- Engage with young people to identify and assess their needs and strengths in a coherent and comprehensive way and show tenacity to this end.
- Advise on options that meet the needs, abilities and aspirations of young people and develop a written outcome/action plan on agreed options
- Work with young people to implement, review and, where necessary, change the action plan to meet their identified needs.
- Work with a network of voluntary, statutory and community agencies, and commercial bodies to ensure a coherent approach to overcome the barriers to learning and employment faced by young people engaging with the service.
- Draw in expertise and co-ordinate on behalf of young people, or adults with specific or complex needs aged up to 25 and facilitate their engagement with relevant services or provision.
- Actively seek out information held by other services involved with a young person to ensure a coherent and co-ordinated approach to all aspects of work with a young person.
- Share information with other services in accordance with safeguarding and data-sharing protocols, in line with Dorset Council's Information and Security requirements and GDPR, to ensure young people are kept safe and there is shared understanding of a young person's needs.
- Manage and record information effectively and accurately to ensure relevant professionals meet the needs of young people and inform organisational decision making, including the completion of statutory data collection returns
- Use ICT effectively including service specific software and Office 365.



- Ensure that the Company's responsibilities and obligations in respect of Equal Opportunities and health and safety are actively achieved, promoted and sustained.
- Take reasonable care for own safety and that of others, to ensure a safe working environment is maintained.
- Undertake suitable personal development opportunities, including training.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

Reporting to: Education, Employment and Training Re-engagement and Tracking Service Manager

Responsibility for: No supervisory or line management responsibility

Other factors

- Responsibility to manage personal workstation and related IT equipment.
- Responsible for ensuring data quality and as such the integrity of management information through the proper use and safekeeping of data and record systems both manual and computerised.
- Work is subject to interruptions to deal with enquiries from internal and external customers and involves working to deadlines.
- Work involves significant keyboard/computer and telephone work but with regular opportunities for breaks away from the computer to undertake other work in person.
- This position has a significant travel requirement. This means that there is a requirement for a vehicle (or transport deemed to be suitable by the Council) to be available on most working days in order to carry out normal duties. Employees in positions with a significant travel requirement are required to provide a replacement vehicle if their usual vehicle is not available over an extended period.
- Evening and weekend work may be needed to reach people when they are at home.
- An enhanced DBS check will be required

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria: you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. Educated to Level 3 or equivalent in social care or youth work or sufficient direct / relevant work experience in information, advice and guidance, or education	Application form
2. Hold one of the following: a. NVQ 4 in Advice and Guidance b. NVQ 4 LDSS c. QCG plus mandatory units of NVQ 4 in Advice and Guidance or new ICG Certificate in Professional Practice	Application form
3. 5 GCSE's or equivalent – Grade C or above, or equivalent, including Maths and English	Application form
Experience	
4. Experience of direct working with young people within social care, health, education or voluntary sector setting e.g. Teaching, Youth and Community Work, Careers Guidance, Social Work, Youth Justice Teams	Application form
5. Experience of working in partnership internal colleagues and with other voluntary, public sector and community organisations	Application form
6. Strong ICT skills including Microsoft Office 365 and including accurate keyboard skills	Application form
Knowledge	
7. Good understanding of the reasons young people disengage from education, employment or training and the challenges of motivating them to re-engage	Application form Interview Assessment
8. Good knowledge and understanding of the educational system, educational developments and learning opportunities for young people	Application form Interview Assessment
9. Good knowledge and understanding of whole family working and the various services and organisations involved in whole family plans	Application form Interview Assessment
10. Understanding of equal opportunities legislation and how to apply this to work proactively with young people	Application form Interview Assessment
11. Excellent knowledge of the wider issues that young people face including safeguarding, equality and diversity, Prevent, Child	Application form Interview Assessment



Exploitation, alcohol and substance misuse and emotional health and wellbeing	
12. Understanding of post 16+ options for young people	Application form Interview Assessment
Skills and abilities	
13. Proven ability in using own initiative to plan and prioritise workload, whilst also being an effective and supportive member of a team	Interview Assessment
14. Ability to network, and to build and sustain relationships with relevant professionals and work in partnership to achieve improved outcomes for young people and their families	Interview Assessment
15. Ability to build effective, positive working relationships with both young people and their parents in sometimes challenging circumstances	Interview Assessment
16. Strong analytical skills and the ability to be creative and take a solution focused	Interview Assessment
17. Effective communication both written and oral	Interview Assessment
18. Able to demonstrate personal responsibility, self-reliance and accountability	Interview Assessment
19. Flexible approach to work and receptive to change	Interview Assessment
20. Fluent in English	Interview Assessment
21. Good time management skills	Interview Assessment
22. Effective organisational skills	Interview Assessment
Our values	
23. Respect	Interview Assessment
24. Together	Interview Assessment
25. Accountability	Interview Assessment
26. Openness	Interview Assessment
27. Curiosity	Interview Assessment
Other	
28. Ability to fulfil the travel requirements of the post	Application form
29. This role is exempt from the Rehabilitation of Offenders Act 1974 and will require an Enhanced DBS check before appointment can be confirmed	Application form

Desirable



Dorset
Council



Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	Assessed through:
30. Educated to A-Level Standard or equivalent	Application form
31. Customer care qualification	Application form
32. Youth Work qualification	Application form
33. NVQ 4 IAG or LDSS - additional level 6 diploma units	Application form
34. Level 6 Career Guidance and Development	Application form
35. Dip. CG Parts 1&2	Application form
Experience	
36. Experience in the tracking and / or the re-engagement of young people who are not participating in education, employment or training	Application form
37. Experience in youth work or Information, Advice & guidance environment.	Application form
38. Experience of working in a customer care environment / call centre etc.	Application form
Knowledge	
39. Knowledge of a range of recording systems for recording work with families and young people.	Application form Interview Assessment
Other	
40. This role does not have any professional or occupational membership requirements	Application form

Approval

Manager's job title: Simon Fraiz-Brown

Date: November 2021

