

# Role Specification

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Position:	Employment & Skills Mentor
Reports to:	Employment & Skills Manager
Key Relationships:	Operational & Management Staff (ETF Group <sup>1</sup> ) DWP, Jobcentre Plus Partner Agencies, Schools, Colleges & Employers

## Overview:

This role will operate flexibly, in meeting the needs of the business and our customers, delivering programmes funded by the ESFA (Education & Skills Funding Agency) and DWP (Department of Work & Pensions) through the DPS (Dynamic Purchasing System). This could mean working on assignments that will change from day to day for example:

- Mentoring within Jobcentre Plus or community venues on a 1:1 basis with clients
- Organising and delivering courses in community venues
- Working with employers to set up work experience
- Assess learners within a workplace

## Key Objectives:

1. Achieve outcomes for people using “Employment & Skills Service”
2. Identify and recruit people to undertake the Employment & Skills Service (E&SS)
3. Plan, deliver, assess and evaluate your delivery of E&SS
4. Meet quality and audit requirements
5. Develop Employer contacts

## Responsibilities:

### Employment & Skills Provision

- Support ETF Group marketing and promote our services to prospective clients and stakeholders
- Provide Information, Advice and Guidance (person centred planning) to clients and other stakeholders
- Work with the client and circle of support on an ongoing basis to develop Person Centred Plans (PCP) that inform the clients action plan or Individual Learning Plan (ILP)
- Ensure any required initial and diagnostic assessment of clients is undertaken to inform their (ILP) in a person centred manner
- Plan your workflow update your calendar in a timely fashion
- Undertake mentoring and coaching to enable the client to progress and achieve their personal and career goals
- Plan and deliver learning (Regulated & Non-Regulated); assess clients and evaluate your delivery for learners, to prescribed standards and meeting the requirements of funding/quality bodies (Ofsted, MATRIX, etc).
- Develop teaching and learning resources to meet the client and curriculum needs
- Work with employers as appropriate or when required to:

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<sup>1</sup> ETF Group refers to employment within Eat That Frog & The Learning Curve

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- To develop work experience, supported internships, traineeships, apprenticeships and progression opportunities
- To identify employer recruitment and training needs, and develop packages to meet these needs
- Select suitable candidates and support their applications for employment

## Personnel

- Take part in staff appraisal, supervision and maintaining continuing professional development
- Support delivery of staff training in support of CPD needs

## Quality

- Undertake assessment for your area of responsibility, and support:
  - Team and standardisation meetings
  - Self-assessment
- Assist with gaining and maintaining MATRIX and other standards within ETF Group
- If required undertake internal verification for your area of responsibility and supporting,
  - EV visits
  - compliance with audit and awarding body regulations and standards.

## Facilities

- Ensure all work is undertaken in accordance with health and safety rules and policies, generating and reviewing risk assessment.

## Administration

- Ensure your client administration and documentation is accurately completed within the required timeframe
  - including staff calendar, record of attendance, joining/enrolment, progression, achievement of goals and any other client related administration as deemed appropriate.
  - Track progression and destination of clients during and after completion of ETF Group provision
  - Gather specific outcome evidence, as identified by funding contracts
- Provide live and timely information to management

## General

- Attend meetings and conferences within a network of professional contacts as required
- Comply with all Company Policies and legal requirements with special reference to Health and Safety; Data Protection, Safeguarding (including Prevent duty) and the promotion of Equal Opportunities at all times
- Travel as required for business to support other ETF establishments, community based delivery and to meet wider business needs.
- Maintain and promote your workplace as a clean and healthy environment
- Undertake any other duties required by senior management.

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## Safeguarding

ETF is committed to safeguarding and promoting the welfare of learners/clients, including children and young people, and expects all staff and volunteers to share this commitment.

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<b>Person Specification</b>	Essential	Desirable
<b>Qualifications</b>		
DTLL's/PGCE (within 3 years be working towards achieving QTLS)		✓
Assessors Award or equivalent (or willing to undertake)	✓	
Verifiers Award or equivalent (or willing to undertake)		✓
IAG Level 4/counselling diploma or similar	✓	
Literacy/Numeracy level 2 or equivalent	✓	
First Aid at Work		✓
<b>Skills &amp; Experience</b>		
Experience in delivery of IAG	✓	
Experience in delivery of qualifications	✓	
Experience of working to company policies	✓	
Ability to maintain accurate records and administration	✓	
Excellent presentation and communication skills	✓	
Excellent time management	✓	
Excellent ICT skills, particularly MS Office	✓	
Ability to drive for work purposes (hold valid driving licence & have access to a car)	✓	
Ability to travel for work as required	✓	
Ability to inspire and motivate people	✓	
Ability to meet legal requirements of the role (H&S, Safeguarding, etc)	✓	
<b>Personal &amp; Work related attributes</b>		
Creative/Imaginative thinker	✓	
Demonstrate positive behaviours at all times	✓	
Demonstrate flexibility and enthusiasm at all times	✓	
Demonstrate a good level of spoken English	✓	
Work calmly under pressure	✓	
"Can-do" self motivated attitude	✓	
Work under own initiative and able to take instruction	✓	
Work flexibly to fulfil the role requirements	✓	
Committed to equality of opportunity	✓	

## Role information

This role will be employed by The Learning Curve as part of ETF Group and is subject to an enhanced DBS check with a 6 month probationary period.

Annual Leave	28 days inclusive of statutory bank holidays
Place of Work	Melksham, covering ETF Group operational area <i>(Must have a valid driving licence, car available, business use insurance for any business-related travel)</i>
Hours	37.5 per week generally Monday to Friday <i>(although may required to work during evenings, weekends and bank holidays)</i>
Shift Pattern	Planned and agreed with Employment & Skills Manager
Salary Band	£18,000 to £24,000