

Job description

Our Vision: High quality homes in thriving, inclusive communities where people have a sense of pride and place

Directorate: Neighbourhood Services

Team: Community Development

Job title: Employment and Skills Officer – 1 year fixed term

Responsible to: Community Development Manager

Responsible for: N/A

1	Job purpose
1.1	To work in partnership with a wide range of agencies to provide support to OVH tenants who are not in education, employment or training (NEET).
1.2	To establish links with local residents to target and tackle Worklessness in the most deprived areas within Sefton.
1.3	To identify, develop, implement and deliver activities that help OVH tenants overcome barriers to gaining sustainable employment.
1.4	Provide training, advice and guidance for frontline OVH staff to ensure they are supported in dealing with issues around Worklessness.
1.5	To promote economic well being in partnership with the financial inclusion team as part of the wider Financial Inclusion agenda.
2	Key objectives
2.1	Operational work to contribute to local policies and targets in line with work being conducted by Sefton MBC Planning and Economic Regeneration Department and local area agreement targets.
2.2	Assist the Community Development Manager in the development and implementation of employment and skills action plan.
2.3	Work closely with OVH staff to promote employment and skills and provide advice

	and training on appropriate community contacts, unemployment issues and local initiatives.
2.4	To work in partnership with Sefton@Work to ensure that OVH tenants are offered the maximum help available to them to increase their employability and skills.
2.5	Liaise with residents, community groups, stakeholders and external agencies as appropriate in order to promote and develop initiatives that address issues of worklessness
2.6	To maintain data records in order to analyse statistics and produce regular reports including outcomes to enable relevant issues to be targeted / gaps to be addressed
2.7	Develop partnerships with voluntary and statutory agencies and contribute to multi agency projects.
2.8	To identify and develop successful initiatives based on local strategies and national developments and ensure they are evidenced based
2.9	To contribute to increased access, knowledge and skills in relation to the existing intervention work in some of the most disadvantaged areas of Sefton
2.10	Attend residents groups and community meetings and events when appropriate including occasional evenings and weekends
2.11	Carry out clerical duties including the use of on line computer facilities
2.12	Deal with routine enquiries and correspondence drafting appropriate replies and/or preparing reports for senior staff
2.13	To fully monitor, evaluate and performance manage the effectiveness of projects undertaken

	General Terms and Conditions
	Other duties - The duties on this job description are a reflection of the post at the time of writing. From time to time other similar duties commensurate with the character and the grading of the post may be allocated.
	One Vision Housing - To promote OVH's mission, vision and values and ensure an active personal contribution to the delivery of the service plan.
	Health and Safety To take responsibility for the health, safety and welfare of both self and colleagues through following OVH's health and safety policy and procedures. In addition, undertake relevant training when requested and take part in regular workplace risk assessments.

	<p>Performance and Development - To take part in OVH's and Sefton PCT's annual performance appraisal programme including setting of jointly agreed personal objectives and identification of training needs. Any objectives agreed would link into the Health Promotion Plan. In addition, to attend statutory and mandatory training deemed necessary by OVH and Sefton PCT in order to both comply with legislation and to enable the continuous improvement of the business.</p>
	<p>Quality -To note, understand and comply with OVH's commitment to working to ISO standards, and ensure non-conformances are highlighted in the correct way in order to facilitate service improvement.</p>
	<p>Confidentiality - To ensure all information, both clerical and electronic, which contains personal, medical or financial information about staff or customers is kept strictly confidential and must not be discussed or disclosed. Information must be made available where appropriate under the Data Protection and Freedom of Information Acts.</p>
	<p>Code of Conduct - To note, understand and comply with OVH's Code of Conduct.</p>
	<p>Equality and Diversity - OVH is committed to promoting equality and diversity in all its activities, both as an employer and provider of services. You will be expected to take positive steps to ensure that no job applicant, employee, current and potential service users, are be discriminated against, either directly or indirectly, on the grounds of race, gender, age, disability, sexual orientation, religion / belief or individual characteristics which may impact on their opportunities in life.</p>
	<p>Data Protection - Where it is a requirement of the job holder for the post holder to use computers or other information technology, he/she will be required to ensure that security procedures are followed as appropriate and that confidential information for example passwords are not communicated to unauthorised individuals.</p>