
Job Description

Position: Training & Employability Worker (BAME Parents)
Responsible to: Learning and Wellbeing Manager

Purpose of the Job

- To train and support unemployed parents to find paid employment and employed parents to find better employment
- To deliver and develop a Work Club & 1:1 employability support for BAME parents

Key Duties

- Contribute to the delivery & development of our parents work, Planning Futures for Parents, that provides inspiring training & support for unemployed parents looking for work and employed parents looking for better employment
- Support BAME parents to apply for suitable paid employment or opportunities that progress them through the employability pipeline
- Deliver and develop a work club for BAME parents who are looking to access specific sectors of work or job roles
- Consult BAME parents to gain feedback and co-design programme content to ensure it is meeting their needs
- Stay abreast of job, work placement and training opportunities in sectors of interest to support parents into new opportunities
- Work with external training suppliers to provide relevant training courses and/or specialised sessions
- Promote projects through a range of means in order to recruit BAME parents who are looking for work
- Provide 1:1 employability support to BAME parents to monitor progress and create a personalised action plan
- Signpost to partners who offer specialised support where needed
- Develop monitoring and evaluation systems to track work against targets and produce quarterly reports to the Learning & Wellbeing Manager
- Maintain accurate detailed records for each trainee, ensuring funder database is updated
- Recruit, train and support volunteers

Team work & Behaviours:

- Effectively communicate, engage and inspire staff across the projects, and foster collaboration and team work throughout the organisation
- Work to Space and sector legislative, ethical, policy and procedural requirements
- Understand the requirement for confidentiality in our work
- Care for the work environment to promote effective and harmonious working
- Nurture a culture of kindness; upholding the integrity of Space and living our values – welcoming, fun, creative, bold and trustworthy.

- Continuously monitor your area of responsibility and identify areas for improvement and organisational learning.
- Undertake relevant Continuing Professional Development and training

Line Management:

- Report to the Learning & Wellbeing Manager weekly, taking part in regular support & supervision.
- Provide regular support & supervision to volunteers within the project

PERSON SPECIFICATION

ESSENTIAL
A minimum of 3 years' experience in delivering training and support for outcome focused training and/or employability programmes
Knowledge of designing, delivering and evaluating training programmes
A minimum of 3 years' experience of working with & supporting vulnerable people with multiple barriers to employment
Ability to work effectively on own initiative and as a member of a team
Confidence in the use of Microsoft packages – Word, Excel, Outlook, Powerpoint, Teams
Ability to administrate and coordinate projects
Ability to maintain accurate detailed records for each trainee, ensuring funder database is updated accurately and in a timely fashion
Ability to record, monitor and evaluate training, challenging supportively the performance & attendance of trainees where necessary
Be proactive and demonstrate perseverance to achieve outcomes
Excellent English communications skills – listening, writing and speaking
Have a can do attitude, be adaptable and ready to take on new challenges
Have excellent interpersonal skills and confidence to naturally form relationships with a range of people of all ages and walks of life
Be prepared to live our values and nurture a culture of compassion and kindness
DESIRABLE
A professional qualification or degree in training or education
Past experience of working to funder targets and deadlines
An understanding of community education ethos (CLD standards)
Have a sound understanding of the cultural sensitivities of people from different ethnic minorities
Knowledge of vulnerable adult protection
Experience of managing volunteers