

Job title - Pre-Employment Projects Co-ordinator - 15-month Secondment Opportunity

Host – Sheffield City Council

Location – Agile working required between Sheffield City Council, The Kings's Trust and home

Accountable to – Becky Hopewell, Sheffield City Council

JOB SUMMARY

An exciting 15-month external secondment opportunity has been agreed with Sheffield City Council.

The postholder will be responsible for raising awareness and further embedding The King's Trust Health and Social Care programmes and agenda across the Trust and wider Sheffield City Council.

Working closely with The King's Trust and Sheffield City Council, the postholder will play a vital role in helping improve the pool of young candidates (aged 16-30 years old) and supporting them to progress into skilled employment or apprenticeships within the health and social care.

A key role is the development and delivery of Health and Social Care employability programmes to ensure young candidates are work-ready, actively engaged and can make an informed decision when considering their next step within health and care.

The post holder will work with key external stakeholder organisations to develop and manage several pre-employment programmes, designed to support candidates with both employability skills and work experience.

The post holder will be responsible for the interviewing, supporting and mentoring candidates undertaking the programmes, while working closely with all the partner organisations to ensure that all young people can access local job opportunities within their area.

Regular reporting and data management will also be ensured to track the job outcomes for the young people who have been on programme.

All pre-employment programmes will be designed and delivered for hybrid delivery.

KEY RESPONSIBILITIES

MAIN DUTIES & RESPONSIBILITIES

- In partnership with The King's Trust and partnering organisations agree an annual programme of events to manage and deliver the 'Get Started' and 'Get into Health and Social Care' programmes.

- To work as a key member of our Trust, supporting programme development and ensuring students are supported where barriers present.
- To actively participate in the process of interviewing and shortlisting potential candidates.
- To be aware of issues and barriers faced by the local community who wish to access work experience opportunities and ensure that diversity is an inherent part of the programme delivery.
- To actively participate in the organisation and facilitation of the 'taster' sessions to enable candidates to be chosen to undertake a King's Trust Programme.
- To organise and manage the virtual work experience programme utilising face-to-face and / or online platforms.
- To create a central repository of presentations, interactive session material and scenarios sent by stakeholder organisations.
- To advise, guide and actively support managers on the structure and content of the placements, on the online platform, including the preparation, monitoring and evaluation of work experience.
- To ensure appropriate induction programmes are prepared and undertaken by all candidates undertaking the programme. Programme to include health and safety, fire safety, manual handling, infection control, safeguarding and Data Protection.
- Ensure all relevant paperwork and screening processes are undertaken by all candidates appropriate to the placement organisation and provide progress reports on a regular basis.
- Monitor and confirm that data and information is being received in a timely fashion and meaningful format, ensure data and information is stored securely and handled in a manner that maintains confidentiality and complies with relevant policies and procedures.
- Support and mentor candidates during the programme offering information, advice and guidance when required.
- Maintain a log of 'engagement' and report all activity requested and outcomes achieved through The King's Trust Frontline system.
- To organise and attend meetings with all partnered organisations to review the programme delivery, identified issues and outcomes achieved and potential.
- To carry out a formal review and produce frequent comprehensive written reports to assess the value of the programme for King's Trust and Health Education England.
- To support the implementation of a marketing plan in liaison with the different organisations Communication Teams, to ensure that the programme is widely publicised including the use of social media.
- To be responsible for managing statistics and developing reports to identify programme evaluation and candidate outcomes.

- To establish strong working relationships with all stakeholders that enables a clear understanding of the project outcomes and facilitation of activity to meet those needs.
- The post holder would undertake regular and specific evaluations of each programme to improve the candidate experience and outcomes. This would be a fundamental process to support the continued improvement of the programme.
- Responsible for the development of a data sharing agreement applicable to all partnering organisations
- Responsible for the development of programme application and screening documents relevant to all partnering organisations.
- The post holder would be a delegated budget holder, responsible for the appropriate spend of any allocated funding for programme delivery and YP costs.

OTHER DUTIES

To provide cover for other members of the team as appropriate to ensure an effective service is provided at all times.

This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual's performance review/appraisal.