

Job Title:	Participant Engagement Co-ordinator
Grade:	Support Grade E
Hours:	37 hours per week
Location:	Tees Valley – Stockton Business Centre
Department:	Business Development
Accountable to:	Partnership Manager

Job Purpose

To assist the Partnership managers in coordinating the Youth Employment Initiative engagement and delivery activity and other external funding programmes in the Tees Valley.

This post is funded through ESF and the Youth Employment Initiative (YEI) as part of the 2014-2020 European Structural and Investment Funds Growth Programme in England.

The duration of this project is 1st October 2015 until 31st July 2021.

Key Result Areas

1. To assist in the engagement and recruitment of eligible participants for the Tees Valley Youth Employment Initiative and other funded programmes including ESF, Adult Education Budget and Lottery Funding.
2. To establish and maintain working relationships with key stakeholders including Jobcentres, Careers Service, ESFA, DWP to support the recruitment of eligible participants for College funded programmes.
3. To work with partners and funding agencies to gain an understanding funded programmes in the Tees Valley and identify opportunities for collaborative learning programmes.
4. To liaise with other key delivery organisations, including Hartlepool Borough Council and Further Education Colleges in the Tees Valley to align funding and co-ordinate recruitment and training activities.

5. Identify and source appropriate accredited and non-accredited training courses for YEI and funded participants to improve their skills and identify progression opportunities.
6. To manage a caseload of unemployed participants across the Tees Valley to undertake effective Information, Advice and Guidance activity including the use of Portal based career-planning systems with the aim of progressing them into further learning and/or sustained employment.
7. To co-ordinate, the sourcing, setting up and provision of suitable learning and training programmes for eligible participants.
8. To prepare and deliver a range of regulated & non-regulated training programmes to YEI and other funded Participants.
9. To work with key internal departments including Quality, CIS and Compliance to ensure documentation and processes are in line with College's Quality Assurance requirements.
10. To provide regular and ad-hoc management reports using appropriate MIS systems.
11. To source suitable and compliant training delivery premises.
12. To co-ordinate and undertake appropriate marketing activities to publicise YEI and other funded programmes.
13. To co-ordinate and participate in events including employer and job fairs, careers events, college marketing events and work with other organisations to promote college and partnership activities to a wider audience.
14. To support partners in the engagement of employers to encourage employment and placement opportunities for participants.
15. To work with other key stakeholders including those in the voluntary and community sector to identify wider support and referral opportunities for funded participants.
16. Due to the travel requirements of the post, a driving licence is essential, as the post holder will be required to travel between multiple locations across the Tees Valley on a daily basis.

General Responsibilities

1. To promote the mission, vision and values of New College Durham
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.

3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs
5. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.

Variation in the Role

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

Equality and Diversity

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity, which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

Commitment to Safeguarding Vulnerable Groups

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

The Youth Employment Initiative (YEI) is an EU funded programme to help unemployed 15-29 year olds improve their skills and move into employment, training or education

PERSON SPECIFICATION

Job Title: Participant
Engagement Coordinator

Assessed by key:

1. Application form
2. Interview
3. On the job
4. Skills test

In order to progress through the recruitment process you must be able to show how you meet each of the criteria at ALL of the "assessed by" stages stated.

Knowledge & Experience	Assessed by	Essential	Desirable*
English <u>and</u> Maths at Level 2 (GCSE / O Level, Grade C/4 or above) or equivalent, <u>or</u> willing to work towards**	1	✓	
5 GCSE / O Levels (including Maths and English) at grade C or above (or equivalent)	1	✓	
Information Advice & Guidance qualification at Level 4	1	✓	
Proven track record of working with partners and stakeholders across a range of funding streams	1,2	✓	
Experience of training delivery for employed and unemployed learners	1,2		✓
Understanding of different range of funding streams available in the Tees Valley	1,2	✓	
Experience of working in a target driven environment and knowledge of how these targets effect the College	1, 2	✓	
Ability to produce and analyse data reports	1,2,3	✓	
Understanding of labour market needs	2		✓
Knowledge of event planning and marketing	1,2		✓
Strong understanding of curriculum, qualifications and awarding body requirements	1,2	✓	
Proven practical experience in dealing with unemployed participants	1, 2		✓
A proven track record of engaging and recruiting eligible participants onto suitable programmes	1.2	✓	
A track record of working across multiple funding streams within a specific geographical area.	1,2		✓

A track record of developing and maintaining relationships with key referral organisations such as JCP, Careers service etc	1,2	✓	
Good working knowledge of specialist employment support organisations for referral purposes	1, 2		✓
Commitment to continuing professional development (which can be evidenced and monitored)	1,2,3	✓	
Skills		Essential	Desirable
Proven effective communication and presentation skills	1,2,3	✓	
Demonstrate an ability to take the initiative and respond quickly to opportunities	1,2	✓	
Good organisational and administrative ability skills	2, 3	✓	
Ability to work with pace and purpose in a timely and effective manner	2, 3	✓	
Strong IT skills including MS Word & Excel, bespoke databases and portal based systems.	1, 2, 3	✓	
Proven track record of successful support and action planning	1	✓	
Ability to work collaboratively within the working environment	1,2,3	✓	
Personal and professional integrity	2,3	✓	
Suitable to work with young people and vulnerable adults	1	✓	
Driving licence and access to a car	1	✓	

*For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

Issue Date: March 2019