



Job Title: Community Engagement and Employment Manager (BAMER Communities)

Reporting to: Chief Executive

Direct Reports: Project Staff and Volunteers

Salary: £26,000-29,000 pa

Hours: 37 per week

Location: Based in Sheffield, with Regional and occasional national travel

Purpose of the Role

To effectively, engage and manage local businesses and education providers with the aim to remove barriers to and secure employment opportunities for women from BAMER communities whose lives have been affected by violence and abuse in order to move into safe, independent and positive futures.

To engage women through a range of activities, events and outreach and encourage them into supported education, volunteering and employment opportunities. To work directly with women by effectively delivering a holistic, person centred support service, which empowers through improving confidence, skills and motivation to enable them to progress into employment, self-employment or further training/education.

To be aware of local labour market changes and impact needs across the delivery areas within the Region whilst managing both employer and participant expectations to plan and deliver outcomes through collaborative working.

Responsibilities

- Implement Ashiana's Business Plan and ensure continuous improvement of the service.
- To develop and deliver a programme of positive employer and education related engagement activities
- To develop a team of staff and volunteers to support the activities that are employment and education related
- To conduct a series of step by step support/meetings with all referred participants to identify; personal and work barriers, job readiness, existing skills & experience, qualifications/training, and work goals; identify gaps and maximise participant learning and progression
- To co-create an individual into work plan, informed by the initial assessment, to include a range of planned activities (e.g. employment support, Pro-active Jobsearch, signposting to counselling & mentoring services)

- To adopt a holistic approach to supporting participants by identifying barriers that may impact on their progression towards work, such as: violence and abuse, finance, criminality, health & wellbeing, caring responsibilities. Etc.
- To effectively manage, develop and support a caseload of participants, providing inspiration, motivation, encouragement and co-ordination of all individual activities.
- To develop and maintain a partnership network of local agencies and key stakeholders including JCP, statutory, voluntary and private organisations, local employers & skills providers, specialist partners, and education and training providers.
- To develop and maintain in-depth knowledge of the local labour market challenges and needs regards to education, skills and experience
- To regularly evaluate and document participants progress
- To positively promote all programmes to service users and stakeholders via internal and external communication methods.
- To effectively prepare and complete all participant administration and financial documentation, ensuring all records are accurate and kept up-to-date
- To work with programme partners to identify suitable progression and support opportunities for participants and establish a referral route way
- To work with the Ashiana delivery team to draw up a suite of role descriptions for a range of appropriate placement opportunities, volunteer policies and procedures and agreements
- Work with the Ashiana delivery Team to raise the profile of volunteering amongst the community and partners carrying out promotion, marketing and recruitment activities, both internally and externally to wider partners including social media, radio, press releases, events, outreach, website, regular newsletter as well as face to face
- To monitor programme targets and outputs and provide up to date reports to Senior Management and track programme progress of final destination of women
- To actively seek, identify and achieve any fundraising opportunities and develop potential income streams to further support the programme

Leadership

- Develop a delivery team of staff and volunteers in line with project growth and funding
- Manage the delivery team, ensuring they are working well as a team with a clear understanding of strategic goals and the associated tasks relevant to education and employment markets, needs and demands
- To have lead responsibility for the planning and monitoring of support worker workloads to ensure that the team meets targets.
- Support, direct and supervise project staff, which will include overseeing and monitoring performance and contributing to the identification of training needs.
- To participate in supervision and appraisal procedures and co-ordinate volunteer and staff training and development activities
- To manage and support the projects training and development element, including quality assurance of programmes as well as delivery where appropriate related to partner providers in regards to education and training, and employment
- To manage and account for the projects finances including monitoring expenditure against budgets, keeping such financial records as required
- To work in partnership with Ashiana CEO to develop and deliver sustainability for the project and access the appropriate funding

Other Requirements

- To take part in any training relevant as determined by your line manager via supervision
- To work in accordance with Ashiana's Diversity Policy.
- To work in accordance with Ashiana's Health and Safety policy and associated procedures.
- Undertake any additional tasks as reasonably required as determined by your line manager
- To work within and promote the values and policies and procedures implemented by Ashiana and be involved in the development and review of policies and procedures as determined by the CEO and Trustees
- To undertake any duties and responsibilities as determined by Ashiana that may require working unsociable hours for example evenings and weekends

Person Specification : Community Engagement and Employment Manager (BAMER Communities)

FACTOR	ESSENTIAL	DESIRABLE
EDUCATION & QUALIFICATIONS	<p>Degree level in relevant field (i.e. Social Work, Community Development, Family, Youth and Community)</p> <p>Level 3 + Management Qualification or equivalent (i.e. ILM, CMI)</p>	<p>Degree level education</p> <p>Qualification in Community Development</p> <p>Qualification in adult learning in the third sector such as PTLLS, Award in Education and Training</p>
KNOWLEDGE	<p>Knowledge of violence, abuse and oppression issues most prevalent in BAMER communities</p> <p>Understanding of barriers to education and employment for women from BAMER communities</p> <p>Working knowledge of how to access professional networks in this or a related field of work</p> <p>Knowledge of welfare reform and employment issues</p> <p>Good knowledge of the employment system e.g. JC+ processes</p> <p>Good knowledge of the education system including non-traditional options</p> <p>Ability to navigate the employment system</p> <p>Understanding of community engagement techniques and challenges</p> <p>Relevant knowledge of UK and international laws and policies related to safeguarding adults and children</p>	<p>Knowledge of UK voluntary and community-based networks related to violence and abuse, including specialist BAMER networks and services</p> <p>Knowledge of database management</p> <p>Knowledge of Quality and Training Standards suitable for charities</p> <p>A working knowledge of marketing and communications including social media and public relations</p>

EXPERIENCE	<p>Experience of managing staff or volunteers including supervision, training & development of staff</p> <p>Experiencing of engaging and communicating well with employers and education providers to enable change for vulnerable people</p> <p>Experience of working in communities</p> <p>Experience of working on violence issues to include domestic abuse, human trafficking, Forced Marriage, Female Genital Mutilation and Honour Based Violence</p> <p>Operational management of services for women/ vulnerable people with complex needs</p> <p>Accurate maintenance of contractual working practices and procedures</p> <p>Ability to plan, develop, manage, monitor and account for team service delivery</p> <p>Experience of developing new projects</p>	<p>Experience of facilitating & chairing external meetings and delivering presentations to a wide audience</p>
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