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| **JOB DESCRIPTION** |
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| **DIRECTORATE:** | Disability Information Bureau | **SECTION:** | New Leaf |
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| **POST DETAILS:** |
| **Job Title:** | **New Leaf Community Energiser – 6 month Temporary Contract** |
| **Grade:** | National Living Wage – Currently £7.20 per hour |
| **Location of Work:** | Macclesfield and surrounding Area |
| **Hours of Duty:** | 16 hours per week |
| **Primary Purpose and Scope of the Job:** | To contribute to the New Leaf Partnership which is an innovative partnership which will transform Lives, Empower communities, raise Aspirations & connect people to opportunity to deliver positive Futures.  |
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| **OVERVIEW OF ROLE:** |
| This three year funded programme of Building Better Opportunities brings together funding from the Big Lottery Fund and the European Social Fund (ESF) to help tackle the poverty and social exclusion faced by the most disadvantaged people in England. The postholder will help Mentors to recruit and to support clients to identify and address individual barriers. |
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| **WORKING RELATIONSHIPS:** |
| Responsible to: | Head New Leaf Mentor |
| Responsible for: | N/A |
| Other working relationships: | * Users of the New Leaf services
* New Leaf Project Team
* External Partners within New Leaf
* External Stakeholders – Big Lottery and ESF
* DIB Staff
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| **KEY TASKS:** |
| **1** | To target eligible local working age people to increase their employability skills and move closer to / into employment and training, contribute to their communities and local economy by joining the New Leaf Programme |
| **2** | To provide practical support measures to help clients in pre and post employment activity. |
| **3** | To assist clients with basic IT queries. |
| **4** | To develop skills to work on your own initiative, determine appropriate courses of action to a range of issues, and prioritise your workload to meet required deadlines. |
| **5** | To practically support clients to prepare for jobs, for example help clients to work out the best way to get to appointments on time and when needed to accompany them. |
| **6** | To accurately maintain documentation, meeting deadlines contributing to the production of reports as required. |
| **7** | To promote DIB’s work on addressing worklessness to internal and external customers through marketing activities. |
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| **ACCOUNTABILITIES AND PERFORMANCE STANDARDS:** |
| **1** | Ensure that H&S policy and procedures are adhered to and embedded to deliver effective and safe services and operations. |
| **2** | Apply and embed fairness and equality in both the delivery and offer of all services, to ensure that all staff and customers are treated fairly, to meet an individual’s personal circumstances. |
| **3** | Ensure that duties are carried out with full regard to all Torus and DIB policies, in particular, on social inclusion |
| **4** | To have a flexible approach to working hours. |
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| **REVIEW ARRANGEMENTS:** |
| The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, GGHT will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time. |
| **FUNDING ARRANGEMENTS:** |
| This position is funded through Building Better Opportunities (BBO) - New Leaf Project by the Big Lottery and the European Social Fund. |
| **Date Job Description Prepared/Revised:** | 09/07/19 |
| **Prepared/Revised By:** | Laura Smith CEO |