Community Action Northumberland’s Rural Employment Hubs Project aims to deliver support to enable unemployed people living in rural isolation to move closer to work. We provide regular drop-in groups offering access to the internet, one to one guidance, group training, holistic support and peer support to address barriers to work. The project has been successfully piloted in 3 locations in West Northumberland and we are now looking to extend the reach across rural Northumberland.

We are therefore seeking to contract with a number of self-employed work coaches.

**Hours:** – various

**Locations:** – various across rural Northumberland

**Contract Period:** 18 months

**Rate of Pay:** £100 per day

**Closing date for applications**: Friday 13th April 2018

**Interview date:** Wednesday 18th April 2018

The Full job description, person spec and background information are available below.

**Applicants are required to provide:**

* CV
* contact details of two referees who we can contact should you be short-listed for interview
* a basic DBS check

Please send applications by email to [juliaplinston@ca-north.org.uk](mailto:juliaplinston@ca-north.org.uk), For an informal conversation about the post call Julia on 01670 517178

**Role Description**

***Key tasks include:***

* Co-ordination of weekly drop-in sessions.
* Provision of 1 to 1 support to beneficiaries of the support group.
* Delivery of training sessions on job search related subjects within the course of the drop-in sessions as appropriate, providing written lesson plans in accordance with the requirements of the funders.
* Supervision of Project Volunteers.
* Maintenance of attendance and progress records for beneficiaries of the group in accordance with the requirements of the funders.
* Liaison with partners and other providers offering services of value to beneficiaries.
* Ensuring adherence to relevant CAN policies, in particular Health & Safety, Safeguarding, Confidentiality, Diversity and Data Protection.
* Ensuring project equipment and resources are used and maintained appropriately.
* Keeping appropriate records with regard to expenditure at weekly sessions.
* Participating in project team meetings.
* Promoting the project as appropriate.

**Working Relationships**

Supervision and support will be provided by Julia Plinston, Community Development Officer, who has overall responsibility for the operation of the project.

Additional support is available from the Finance and Administration team at CAN.

**Person Specification**

**Essential**

* Experience of providing support and training around job seeking skills (for instance CV writing, interview preparation and techniques, job-search including use of websites and social media, Universal Jobmatch.
* Ability to work sensitively with people experiencing a wide range of issues (for instance mental health issues, long term health conditions, caring responsibilities, debt, housing issues, domestic violence, substance misuse etc.)
* Understanding of employment issues in rural communities and, in particular, in rural Northumberland.
* Good IT skills including use of the internet, social media, and Microsoft office.
* Ability to keep accurate and comprehensive records in a timely fashion.
* Understanding of safeguarding, equal opportunities, data protection and health and safety policies relevant to the role.
* Self-motivated and able to work well in an isolated outreach role.
* Willingness to participate actively in team meetings.

**Desirable**

* Careers Advice Qualifications
* Training Qualifications
* Experience of working in the voluntary sector

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**Background Information**

**CAN**

Community Action Northumberland (CAN) exists to support and help sustain rural communities in Northumberland by:

* promoting rural issues – providing and supporting a ‘rural voice’ to influence and tackle rural community issues
* Empowering organisations – supporting and developing local community groups and organisations.
* Supporting individuals – identifying, developing and managing projects to address the needs of rural communities.

Details of our current activities can be found on our website <http://www.ca-north.org.uk>

**Rural Employment Hubs**

CAN’s Rural Employment Hubs Project aims to support unemployed residents in rural areas of Northumberland to overcome the multiple barriers they face when looking to move into employment.  The project recognizes that people in rural areas face additional difficulties when searching for work, over and above those faced by people in urban areas including fewer local employment / volunteering / training opportunities, higher travel costs both to sign on and to attend interviews, and poor internet connections making on-line job searches more difficult.

Our Employment Hubs operate on a drop-in basis are open to anyone who is unemployed and provide support tailored to the individual’s needs (whether they are young or old, have physical disabilities, mental health problems or learning disabilities, parental or caring responsibilities or face any other issues that might affect their ability to work).

Members are offered, access to the internet to carry out job search activities, one to one support with IT skills, planning job seeking activities, and addressing any underlying health and social welfare issues that may limit their ability to seek work.  We also arrange group sessions on issues such as writing CVs and application letters, preparing for interviews, managing finances and staying healthy on a low income.

Each hub opens at least once a week, for between 3 and 5 hours. We aim to offer a warm and supportive environment where members can feel able to relax, and meet with other unemployed people for mutual support.  Tea and coffee and a light lunch are available free of charge.