**Self Employed Work Coach required for North Northumberland**

CAN is seeking to contract with a self-employed work coach to join our Rural Employment Hubs Project which supports unemployed people living in rural isolation to move closer to work. We provide regular drop-in groups at locations across rural Northumberland offering access to the internet, one to one guidance, group training, and holistic support to address barriers to work and peer support.

You will join our existing team of work coaches, with responsibility for setting up and running a new employment hub serving Belford Wooler and the surrounding areas, and providing occasional cover at our other hubs when required.

This post will be delivered as part of New Horizons, a new partnership Project delivered by Glendale Gateway Trust, Belview and CAN, which has been made possible thanks to funding from the National Lottery Community Fund, and you will work closely with other staff delivering this project

**1 Year Contract**

**Hours/** **Locations:** – 1 day per week based in Belford, Wooler & surrounding areas with occasional cover at other employment hubs by agreement

**Rate of Pay:** £110 per day

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
* Rata of pay:

**Application deadline:    Tuesday  2nd April, 9am**

**Interviews: Monday 8th April**

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 Employment Hub beneficiaries
* Delivery of training sessions on job search related subjects within the course of the drop-in sessions as appropriate
* Supervision of Project Volunteers.
* Maintenance of attendance and progress records for beneficiaries of the group
* 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.

Working as part of CAN’s team of work coaches and building strong working relationships with external partners in the New Horizons project.

**Person Specification**

***Essential***

* Experience of providing support and training around job seeking skills (for instance Careers advice, CV writing, interview preparation and techniques, and relevant IT skills)
* 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
* Experience of managing and supporting volunteers
* Experience of supporting people to open and manage their on-line universal credit account and Job Centre diaires.

***Applicants are required to provide:***

* A completed application form giving a full work history and explaining any gaps in employment
* Contact details of two referees who we can contact should you be short-listed for interview
* An enhanced DBS check (if offered the post).

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

**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>

Community Action Northumberland is a company limited by guarantee (reg no. 07805401), and a Charity (reg no. 1144604).

***Northumberland Rural Employment Hubs***

CAN’s Rural Employment Hubs supports unemployed residents in rural areas of Northumberland to overcome the multiple barriers they face when looking to move into employment.

The project recognises 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 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 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.

For more information go to <http://www.ca-north.org.uk/supporting-individuals/northumberland-rural-employment-hubs>

***Partnerships***

CAN’s Employment Hubs is delivered in conjunction with two other employability partnerships in Northumberland:

**Solid Foundations**

Solid Foundations is delivered across Northumberland by a not-for-profit partnership of six voluntary community organisations, led by Citizens Advice Northumberland delivering as Thriving Together Northumberland. Solid Foundations helps to address the barriers unemployed people may be facing – debt, mental health issues, physical health, disability, literacy, numeracy, addiction, past offending, and self-belief – and will provide coaching, guidance and mentoring to support beneficiaries to access appropriate and necessary services.

This project is funded by the UK Government through the UK Shared Prosperity Fund with the North of Tyne Combined Authority as the lead authority

For more information go to <https://solidfoundationsnorthumberland.co.uk/>

**New Horizons**

New Horizons is a new project that is about to be launched offering holistic support for residents in rural North, Northumberland – particularly Belford, Wooler and surrounding areas. The project will be delivered by the Glendale Gateway Trust, Bellview and CAN.

The primary aim of ‘New Horizons’ is to enable more people in rural North Northumberland to fulfil their potential by moving closer to or into employment. The project will support people to enjoy improved life and digital inclusion skills; enhanced social connections; peer support; better access to education, volunteering, work experience and employment opportunities.

This project is funded by the National Lottery Community Fund.