



The Bridge Project is funded by The European Social Fund and the National Lottery, through the National Lottery Community Fund

Northumberland Rural Employment Hubs – Delivering the Bridge Project

Opportunities for Self Employed Work Coaches

As part of the wider Bridge Project, CAN's Rural Employment Hubs offer help to unemployed people, particularly those furthest from work, offering access the internet to carry out job searches, one to one careers guidance, help with completing CVs and job applications, and support with improving IT skills, as well as peer support and signposting to help with a wide variety of other issues that might prove a barrier to employment. Each hub is led by an experienced work coach assisted by local volunteers, who play a vital role, ensuring that everyone who comes along to the hub receives the support they need.

We currently run hubs in Alnwick, Amble, Haltwhistle, Hexham and Prudhoe

We are seeking to strengthen our bank of self-employed work coaches who provide occasional cover for staff leave at these locations.

Hours: – various

Locations: – various across rural Northumberland

Contract until : 30th September 2021

Rate of Pay: £100 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

Please send applications by email to juliaplinton@ca-north.org.uk, For an informal conversation about the post call Julia on 01670 517178



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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.



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Person Specification

Essential

- Experience of providing support and training around job seeking skills (for instance CV writing, interview preparation and techniques, job-search including websites including Find a Job)
- 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

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Background Information

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As part of the wider Bridge Project, 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. We also enable beneficiaries to access help from other partners with the Bridge Project to address a wide variety of other issues that might prove a barrier to employment.

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-delivering-the-bridge-project>



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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).

The Bridge Project

The Bridge Partnership brings together Partners and Agencies in Northumberland to improve people’s lives, create opportunities and make a positive contribution to Northumberland communities and the regional economy.

Led by Northumberland County Council, Bridge are working with people who face the biggest barriers and challenges, no matter what, to connecting or reconnecting with education, training, volunteering and work. Working together with a number of Partner organisations, each organisation has been handpicked to deliver the project based on their varied specialisms working with people and communities with financial issues, mental health issue, building employment skills, volunteering among many more.

The Bridge project is funded by The National Lottery Community Fund and The European Social Fund as part of the 2014-2020 European Structural and Investment Funds Growth Programme in England. The Department for Work and Pensions is the Managing Authority for the England European Social Fund programme. Established by the European Union, the European Social Fund helps local areas stimulate their economic development by investing in projects which will support skills development, employment and job creation, social inclusion and local community regenerations. For more information visit <https://www.gov.uk/european-growth-funding>