



## **Employment Pathway Development Worker**

JOB TITLE: Employment Pathway Development Worker

37.5 hrs per week - Permanent or Two Part-time roles 20 hrs each

BASED AT: One or more community hub centres/churches in the greater Nottingham Area

SALARY: £27,741

REPORTING TO: Development Manager

### **INTRODUCTION**

Hope Nottingham's main base is Hope House, a one stop community support hub aiming to empower people to overcome life's challenges and to fulfil their potential. The centre offers crisis support with food and other practical provision, advice, and employability support. Crucially the centre has become a thriving mutually supportive Christian community where everyone is encouraged to participate. Hope Nottingham also oversees community foodbank hubs around Nottingham and has a vision to see these develop in a similar way to Hope House.

### **MAIN PURPOSE OIF JOB**

Employability Programme Development, with specific responsibility for supporting and developing job clubs and employment programmes at one or more of Hope's satellite hubs around Nottingham. The role will also include working closely with the wider hub team (s) to enable the development of an empowering and creative community where beneficiaries and volunteers are encouraged to participate, support one another and develop new initiatives relevant to their locality.

### **KEY RESPONSIBILITIES**

- Establish job club (s) at one or more centres to help people search and apply for work and provide support in writing cv's and interview preparation. This includes training and supporting volunteers for this activity.
- Develop and Oversee a voluntary work experience programme
- Work with local hub volunteers to encourage the development of a thriving supportive Christian community and volunteer run initiatives for the benefit of the neighbourhood(s)
- Work creatively and collaboratively with Employment Pathway colleagues at different hubs, especially Hope House.

## OTHER DUTIES

- Ensure collection of output and outcome data monitoring, working with Employment Pathway support team and grant funding team.
- Work co-operatively with whole Hope Nottingham team to respond to changing circumstances and needs of communities around Nottingham

## PERSON SPECIFICATION

EXPERIENCE	Essential	Desirable
Successful Experience of supporting people seeking work	✓	
Successful experience of supporting CV writing and job applications	✓	
Successful Experience of overseeing staff/volunteers		✓
Successful experience of developing new initiatives		✓
Successful experience of monitoring and evaluating work		✓
<b>SKILLS AND ATTRIBUTES</b>		
Able to encourage and inspire others to contribute and innovate		✓
Good written and verbal communication skills.	✓	
Good Microsoft Word and Internet skills	✓	
A team player, enjoys working collaboratively with others	✓	
Able to manage a busy and varied workload	✓	
Experience of Microsoft Excel		✓
Full Driving License	✓	
<b>PERSONAL QUALITIES</b>		
Personally committed to Hope Nottingham's vision & mission	✓	
Self-motivated and able to work on own initiative	✓	
Maintains the highest levels of personal integrity	✓	