

Routes Project Coordinator

Whitehawk Inn

Job Description

1059

Job Summary

Fixed Term until 31 October 2022

Routes is a service in Brighton and Hove and West Sussex like no other. We offer free practical and financial assistance, helping people to recognise or learn the skills they need to unlock their potential and achieve their employment goals.

The post holder will be solely employed in delivering the Routes Project (a jointly funded programme by the European Social Fund and The National Lottery Community Fund) and will be responsible for the day-to-day running, and coordination of the Routes Programme, including the development and delivery of a programme to provide work placement opportunities for participants.

Based at the Whitehawk Inn, East Brighton, the post holder will work closely with the Senior Manager.

Service Coordination:

- To be responsible for the safe, efficient, and effective delivery of the Routes Programme at the Whitehawk Inn.
- To recruit people who are currently unemployed or economically inactive (“participants”) to the programme and support them to achieve employment related goals, including work experience placements, vocational training, and job search skills.
- To further develop and deliver a programme that promotes the development of work-related skills (job searches, application forms, interview techniques and writing CVs in group and 1-2-1 settings) according to need.
- To monitor and report on the key performance indicators of the project.
- To monitor and report on project budget and expenditure.

- To represent and promote the Routes Programme as appropriate, at relevant forums, events, and other platforms.
- To liaise with and develop links to external agencies, including local employers, Jobcentre Plus, Housing Benefit, Benefits Agency, Brighton and Hove City Council and other relevant statutory and voluntary organisations to support the effective recruitment to and running of the project.

Administration:

- To ensure appropriate manual and computerised administrative systems are developed and maintained to meet the reporting and monitoring requirements of the project.
- To produce quarterly reports about the progress of participants and the project.
- To create and maintain a strong social media presence for the project.
- Administer a personalised budget available participants to achieve their employment goals.
- To work closely with the Routes Compliance Team and wider Routes partnership advisers

General:

- To enable and empowering participants to strive for and believe that employment is a realistic and attainable achievement for them.
- To publicise and promote opportunities internally and with external organisations, attending team, local and regional meetings as appropriate.
- To develop a closer network of communications, co-operation, joint projects and skills exchange with other agencies in the community.
- To be able to work flexible hours including some evenings and weekends .
- To undertake such other duties appropriate to the grade and character of the work as may reasonably be required.
- To adhere to all BHT Sussex Policies and Procedures.

It is the duty and responsibility of each employee to familiarise and comply with, BHT Sussex's health and safety policies and procedures. You are responsible for taking care of yourself to avoid injury to yourself and other persons who may be affected by your acts or omissions at work. You will be required to co-operate with BHT Sussex and others in meeting statutory requirements.

For confidentiality and data security: whilst working for BHT Sussex you may gain Knowledge of confidential matters which may include manual, electronic personal and medical information about our Board Members, Staff, clients, residents or third-party contacts. Such information must be considered strictly confidential and must only be used for the purpose for which it was obtained for. Failure to observe BHT Sussex's GDPR & Data Protection policies and procedures could lead to disciplinary action. In addition, you must comply and handle personal data securely in accordance with BHT policies and procedures, including the IT Security Policy and Computer Use Policy.

Adherence to and ensure compliance with BHT Sussex's Safeguarding Policy and Procedure at all times. If, in the course of carrying out the duties of your role, you become aware of any actual or potential risk(s) to the safety or welfare of clients, these concerns must be reported to your line manager in the first instance.

Actively promote and live out BHT Sussex values of 'Inspiring Change'; 'Delivering Excellence'; 'Empowering People'; 'Being Accountable' and 'Collaboration'.

To assist with identifying and reviewing strategic risk, and to be responsible for the management of specific risks delegated to you from time to time.

No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.