



JOB DESCRIPTION

Job Title:	Under 25s Engagement Coordinator	Reports to:	Under 25s Senior Employment Coordinator
Division:	Employ Jersey (JET) Ltd	Hours:	38
Salary:	£32,782		

JET mission statement

Our aim is to empower and facilitate people in Jersey with a disability and/or long-term health condition. To maximise their potential to gain and maintain open employment through individual training and support.

Job Purpose

To support clients with neurodiversity, disability and/or long-term health condition, ensuring the level and type of support meets the needs of the clients. To increase engagement, assisting clients to develop a variety of skills, enabling them to progress towards their volunteering, training, and employment goals.

To manage a caseload of clients Not in Education, Employment or Training (NEET) and coordinate Employment Actions Plans to help clients increase their confidence and skills. To provide a range of support to clients by working closely with other service areas of JET and linking with schools, colleges, and other external agencies to help clients reach their employment goals and potential.

Principal Accountabilities:

1. To work in partnership with the young person and build a professional relationship to maximise their ownership and control over gaining the necessary skills to assist them to progress onto placements and/or employment. Meetings will be on JET premises, or at appropriate locations in the community.
2. To liaise with schools and college to link with the young person, supporting them to gain insight and information regarding their specific learning and support needs.
3. To attend professional meetings with/relating to the young person, either at school, college or with an external agency.
4. To provide information, advice and guidance on training, education, support, and employment options available locally.
5. To assist young people to formulate goals and realistic job aspirations and to assist and facilitate in a self-assessment process that leads to an agreed Employment Development Plan for each young person.

6. To liaise with school/college staff, parents, or guardians of the young person to ensure they are aware of and understand the training and employment pathway available to them through JET's Training and Development or Employment Services.
7. To facilitate, develop and, where required, deliver appropriate individual and small group training to assist individuals to enhance their employability skills, within schools/colleges & JET environments.
8. To liaise with employers and source work experience and work trial placements to facilitate acquisition of skills and clarification of job aspirations.
9. To provide appropriate pre-employment support including assistance with job searching activity, preparation of applications and CV's and directly canvass employers on an individual's behalf.
10. To provide or coordinate and supervise one-to-one on-the-job training during an individual's induction to work or when additional training is required. To ensure monitoring and review takes place to assess levels of support needed at these times.
11. To undertake environment checks and identify appropriate reasonable adjustments within the workplace prior to the commencement of a work experience, trial, or job placement.
12. To seek advice and guidance from the Occupational Therapist within the Trust regarding any specific adaptations or alterations to premises or work routine that may be required to meet individual requirements.
13. To promote the skills and abilities of people with disabilities to employers and potential co-workers, providing information, advice, and training when appropriate.
14. To signpost and refer to relevant agencies and organisations when required.
15. To support clients in any of the Trust's training schemes (Acorn Nursery, Reuse, Woodshack), as required, to enable clients to develop their workplace skills.
16. Maintain Quality Assurance systems including databases, personal records, and data in line with the data protection law and as directed by line manager. Complete required admin within identified timeframes.
17. Work within current legislation and adhere to policies and procedures within JET e.g. Adult Safeguarding procedures, Health and Safety procedures and helping ensure client risk assessments are in place and kept up to date.
18. To identify any safeguarding issues and bring them to the immediate attention of the line manager and/ or senior management team. To ensure your knowledge of safeguarding is kept up to date by attending training and being aware of the reporting processes.

Secondary Duties:

1. To promote the service when required, attending events, and participating in presentations.
2. To participate in specific and generic training for personal career development and assist in the delivery of such events to fellow co-workers when deemed appropriate.
3. To provide cover across the organisation for colleagues as directed by managers within the Trust.

4. To provide appropriate clerical cover, answering phones etc to ensure the smooth and efficient running of day-to-day operations.

Knowledge, Skills, Experience, Qualifications:

		Essential	Desirable
1.	A good general educational background.	√	
2.	A professional qualification in Teaching, Training, Occupational Therapy, Supported Employment, Human Resources.		√
3.	Support work experience/experience of working with people with disabilities and/or health conditions.	√	
4.	IT skills and competent in MS Office applications.	√	
5.	Excellent communication and presentation skills both oral and written.	√	
6.	Ability to organise own workload and work under pressure with minimal supervision.	√	
7.	A positive attitude towards people with disabilities and an understanding of the barriers they face in trying to enter the labour market.	√	
8.	Knowledge of Health and Safety in the workplace and Data Protection laws.	√	
9.	Experience of providing vocational training.		√
10.	An ability to market the service and liaise with external agencies, employers, and educational establishments.	√	
11.	Experience and /or understanding of the Jersey Education Framework.	√	
12.	Experience of working in a multi-agency environment.		√
13.	An ability to work within a team and share information with co-workers.	√	
14.	5 years' residency or deemed residentially qualified	√	
15.	A mode of transport suitable for attending meetings in a timely manner.	√	

April 2024