**Employment Project Navigator**

**Job Description and Person Specification**

**June 2019**

**Purpose of the job**

The Employment Project Navigator will be responsible for providing information, advice and guidance and supporting clients within the Buzz Employment project.

The role will be to work with people in North Bristol, to provide a standard level of employment support that recognises individual needs and barriers and provides support at the level needed by each client both on the journey towards work and to support them to progress within work once employed.

**This post reports to:** Buzz Board

**Main duties and responsibilities:**

* Effectively promote the Buzz Employment Service to the local community and key stakeholders and referral agencies such as Jobcentre Plus, colleges, training providers, community groups etc.
* Liaise with and develop effective working relationships with appropriate key stakeholders including Jobcentre Plus, employers, colleges and other employment and training providers
* Consult with local communities to identify needs and opportunities in relation to developing employability skills and confidence
* Ensure project targets are met
* Develop and ensure delivery of a range of employability support to respond to known need
* Seek to identify barriers to people engaging with volunteering and paid work, and find ways to support individuals to overcome these

**Direct work with clients**

* Undertake 1:1 initial ‘assessment’ sessions with individuals looking to develop their skills and confidence in order to move closer to and in to paid work
* Develop individual action plans, providing information, signposting or ongoing support as appropriate
* Identify where advice is required relating to benefits or financial changes to do with moving in to paid work, and signpost to NBAC advice workers
* Ensure accurate records relating to work with clients are maintained
* Co-ordinate weekly drop-in employability sessions
* Work at all times in a way that seeks to take an asset based approach to working with individuals, seeking to identify and build on existing skills, abilities and potential

**Other**

* Work as part of the Employability Project team and the wider Buzz Lockleaze team
* Actively work to promote the Buzz Lockleaze Equality and Diversity Policy
* Any other duties as deemed necessary for the position

**General**

Work within agreed policies of Buzz Lockleaze e.g. equal opportunities as well as comply with Data Protection Act requirements.

**TERMS AND CONDITIONS**

**Employer:** Buzz Lockleaze. Company number 8840405

**Location:** Buzz Lockleaze, 6 Gainsborough Square, Lockleaze, Bristol, BS7 9XA

**Hours**: 21 per week. Must be willing to work infrequent evenings and weekends.

**Contract term:** 9 months fixed term until the end of March

**Salary:** £10.27 per hour or £19,759 pro rata.

**Closing date: 14th July 2019**

**Person Specification**

**Skills/Knowledge/Experience**

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| An ability to raise aspirations and motivate the client groups | ✓ |  |
| Understanding of issues and barriers facing people who are unemployed | ✓ |  |
| Experience of working directly with individuals in a setting providing employment support, training or a similar activity | ✓ |  |
| Able to demonstrate that they are robust and resilient and able to manage themselves appropriately | ✓ |  |
| Excellent communications, oral and written, including the ability to listen well and have straightforward conversations with people | ✓ |  |
| Effective time management | ✓ |  |
| Good planning and organisational skills | ✓ |  |
| An ability to prioritise workload to meet deadlines and targets | ✓ |  |
| Experience of working with ‘disadvantaged’ client groups | ✓ |  |
| Good level of competence in IT skills and able to be self-managed administratively | ✓ |  |
| The postholder must be flexible and able to work as part of the Employability Project team and the wider social enterprise team | ✓ |  |
| Ability to reflect on own practice and learn from work undertaken | ✓ |  |
| Ability to work with a wide range of people | ✓ |  |
| Proven ability to work on own initiative and as an effective part of a team | ✓ |  |
| Good local knowledge of North Bristol - key agencies, initiatives & employers |  | ✓ |
| Experience of working with employers across a variety of sectors |  | ✓ |
| Experience of working with people with mental health issues |  | ✓ |
| Experience of working with referral agencies |  | ✓ |

**About Buzz Lockleaze**

Buzz Lockleaze is a social enterprise working in the community to stimulate new opportunities for people to connect. Our focus is on employability and enterprise, and improving health and well-being through a focus on all things to do with food, cooking and eating. Buzz was set up in January 2014 by North Bristol Advice Centre.

Our vision is to create opportunities for local people to:

• Eat well and stay healthy.

• Be enterprising.

• Socialise and connect.

• Learn work and life skills.

We offer a hub of activity, skills workshops, volunteering opportunities and much more.

Buzz has 3 core areas of work:

**Shop, Café and Garden**

A welcoming meeting and social place

Selling, growing and producing fresh and affordable food

Volunteering and training opportunities

**Employability**

Group and personalised 1 to 1 support for job seekers

Providing routes to paid work, training and volunteering

**Enterprise Hub**

Small grants for new and developing local businesses

Affordable desk and small office space