



# Job Description

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St. Helens Council

**Post:** Key Workers (Young People)  
**Post Number:** PEDRM 9/10  
**Department:** Place Services  
**Grade:** SCP 22 – 25 (£21,074 to £23,111 per annum)  
**Responsible to:** Ways to Work Delivery Coordinator



## Purpose of the Post:

To engage with and manage a case load of referred clients and to support and facilitate the removal of barriers to employment of young people who are deeply entrenched in worklessness.

Delivery will focus upon young people who have multiple barriers to employment with the ultimate goal being achievement of sustainable employment through wider services available through the St Helens 'Ways to Work' ESF Programme

*This post will work within the Liverpool City Region (LCR) European Social Fund (ESF) 'Ways to Work' project work in St Helens.*

## Duties and Responsibilities:

1. To manage a caseload of referred clients from across St Helens, working with them in range of locations, to include outreach locations
2. To assess the clients barriers to entering / returning to employment in the context of their personal and social surroundings and environment.
3. To engage with the young people to develop a holistic and in-depth work focussed action plan with defined activities which the individual will need to complete within agreed timescales
4. Work closely and intensively with the individual to gain trust and buy in to the proposed actions
5. Progress chasing to ensure that participants undertake actions as agreed in their action plan
6. Ensure that evidence requirements are met in order to meet progress measures.



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7. To liaise closely and discuss issues related to the participant and the action plan with associated departments within the Local Authority and within the wider ESF programme to ensure synergy and none duplication of service provision
8. Ensure that data sharing protocols are strictly adhered to.
9. Provision of timely and accurate progress reports, identifying issues and proposed remedies.
10. To refer the young person to the most suitable routeway within the ESF Ways to Work Programme to assist in achieving employment once the agreed action plan has been delivered and barriers to employment have been moved.
11. Build effective working relationships with other services within the local authority, within the borough and 3<sup>rd</sup> sector organisations, including the LCR ESF team and Information, advice and guidance contracted service in the borough.
12. Contribute to the Common Assessment Framework process within the local authority and any other assessment process as appropriate for the young person.
13. Maintain accurate records of work with young people, including all recording demands for the ESF funding.
14. Lead in the collection of feedback from a case load of young people about their experience of services within the borough.
15. Promote diversity and equality of opportunity to ensure that the Council's standards are met.
16. Such other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.
17. To work flexibly with some out of hours work. This is mainly planned but in some cases will be at short notice.
18. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
19. To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
20. To comply with the Council's Information Management Framework (including the Data Protection Policy, Code of Practice and Social Media Policy).



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**This post is subject to Disclosure.**

**This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).**

**The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.**

**Date Prepared: September 2015**

**Date Updated: August 2018**