

|                 |   |
|-----------------|---|
| <b>SUBJECT:</b> | <b>YOUTH ENTERPRISE – COMMUNITIES FOR WORK PLUS</b> |
| <b>MEETING:</b> | <b>INDIVIDUAL MEMBER DECISION</b>                   |
| <b>DATE:</b>    | <b>18<sup>th</sup> April 2018</b>                   |
| <b>WARDS:</b>   | <b>ALL</b>  |

**1. PURPOSE:**

- 1.1 To request approval to implement the Communities for Work Plus (CfW+) 100% grant funded programme, the purpose of which is to enable people to move into sustainable employment.

**2. RECOMMENDATIONS:**

- 2.1 To approve the implementation of the CfW+ project including the appointment of two fully funded Community Employment Mentors.
- 2.2 To approve the re-grading of the Youth Enterprise Manager and Inspire Co-ordinator posts in line with the additional responsibilities associated with the delivery of the project.

**3. KEY ISSUES:**

- 3.1 The CfW+ application was approved by Welsh Government on 19<sup>th</sup> March 2018 and will go live on 1<sup>st</sup> April 2018 for two years. The purpose of CfW+ is to enable people to move into sustainable employment, which will be achieved by working towards the following key priorities: reducing the number of people in or at risk of poverty, increasing employability of participants, improving level of skills and training amongst participants and access to higher paid employment / reduce in-work poverty.
- 3.2 The project requires us to employ two Community Employment Mentors who will be managed by the Youth Enterprise Manager with additional support from the Inspire Coordinator in terms of qualifications delivery, assessing and sourcing internal and external training for project participants.
- 3.3 CfW+ will therefore part fund the Inspire Coordinator, the Youth Enterprise Manager with additional support being provided by the Business Insights Manager from the Business and Enterprise team.

**4 REASONS:**

- 4.1 CfW+ will provide a flexible and high quality service working collaboratively with the community, local authority and third sector organisations, utilising existing links with businesses and local employers in Monmouthshire.
- 4.2 The project will enable the team to identify and address barriers to employment through formal and non-formal assessments, setting realistic goals and regularly reviewing individual action plans. The project will provide access to funding for work related training which will enhance employment opportunities to include: first aid in the work place; food hygiene; manual handling; health and safety in the work place; CSCS Card; literacy and numeracy support; and digital literacy support.
- 4.3 The project will engage with 60 participants in 2018/19, meeting the following annual targets:
- 12 participants engaged in Basic Skills Training;
  - 18 participants engaged in Vocational Training;
  - 15 participants engaged on Work Placements;
  - 6 referrals to other, more appropriate provision; and

- 24 participants entered employment (minimum of 16 hours a week)

## **5 RESOURCE IMPLICATIONS:**

- 5.1 The project is fully funded through the Welsh Government CfW+ programme however to enable delivery two new Community Employment Mentor posts (Grade G) will be required. The additional management responsibilities associated with the delivery of the project have resulted in the re-evaluation of the Youth Enterprise Manager post culminating in an increase in salary from Grade I to Grade J. The additional costs will be funded through the Welsh Government CfW+ Grant.
- 5.2 In addition, increased administrative duties including quality assurance and verification of qualifications, sourcing training opportunities and supporting the monitoring of project targets and outcomes has resulted in the re-evaluation of the Inspire Coordinator post culminating in an increase in salary from Grade H to Grade I. This additional cost will be funded through the budget of existing ESF operations.
- 5.3 The project also utilises existing links with businesses and local employers in Monmouthshire and therefore requires support from the existing Business Insights Manager in the Business and Enterprise Team. The provision of this support will bring in a revenue stream equating to approximately £9,800 per annum depending upon engagement time required.

## **6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:**

- 6.1 The programme will improve provision, opportunities and outcomes to people that are either in or at risk of poverty. It is anticipated that the project will have a positive impact on the peoples' social, emotional, health and wellbeing, education and skills. This will develop their resilience and improve their life chances. This proposal does acknowledge that due to personal, social and educational barriers, not every person will progress into training or employment.

## **7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS**

- 7.1 The report outlines Youth Enterprise's aims to continue services for young people and adults in order for them to remain accessible, safe, available and relevant to the people of Monmouthshire.

## **8. CONSULTEES:**

Senior Leadership Team

## **9. BACKGROUND PAPERS:**

|   |              |
|---|--------------|
| Future Generations Evaluation               | (Appendix 1) |
| Youth Enterprise Manager job description    | (Appendix 2) |
| Inspire Co-ordinator job description        | (Appendix 3) |
| Community Employment Mentor job description | (Appendix 4) |

## **10. AUTHOR:**

Cath Fallon Head of Business and Community Development

## **11. CONTACT DETAILS:**

**Tel: 01633 748316**

**E-mail: [cathfallon@monmouthshire.gov.uk](mailto:cathfallon@monmouthshire.gov.uk)**



## Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

|   |  |
|---|--|
| <p><b>Name of the Officer</b> Hannah Jones</p> <p><b>Phone no:</b> 01633 748316<br/><b>E-mail:</b> hannahjones@monmouthshire.gov.uk</p> | <p><b>Please give a brief description of the aims of the proposal</b></p> <ul style="list-style-type: none"> <li>To implement the Communities for Work Plus project providing employability support to people that are either in or at risk of poverty. This will contribute to a reduction in unemployment in Monmouthshire.</li> </ul> |
| <p><b>Name of Service:</b> Business and Community Development – Youth Enterprise</p>  | <p><b>Date Future Generations Evaluation</b> 14<sup>th</sup> March 2018</p>  |

***NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc***





**1. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.


| Well Being Goal  | Does the proposal contribute to this goal? Describe the positive and negative impacts.  | What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?                          |
|--|---|--|
| <p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p> | <p>The aim of the project is to create the conditions for people who are in or at risk of poverty to thrive. It will enable people to feel confident and capable to engage in work placements and employment opportunities. It will contribute to the reduction of unemployment in Monmouthshire.</p> | <p>This will be delivered through a person centred approach, tailored to individual need, offering intensive mentoring and coaching.</p> |

| <b>Well Being Goal</b>   | <b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>  | <b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>   |
|--|--|--|
| <p><b>A resilient Wales</b><br/>Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>       | <p>The project will address issues such as waste, recycling, minimize energy usage and efficient use of such resources, whilst also raising awareness of environmental issues and healthy lifestyles</p>   | <p>Sharing expertise, networks and resources will ensure a good quality provision</p>  |
| <p><b>A healthier Wales</b><br/>People's physical and mental wellbeing is maximized and health impacts are understood</p>  | <p>The project team will work with people, supporting them to overcome health and wellbeing barriers by either delivering health or wellbeing workshops and/or support, linking participants with health care professionals, organisations and networks and other health and wellbeing services. Peoples health and wellbeing is a crucial element to reducing the barriers to employment.</p> | <p>Through a person centred approach, tailored to individual needs, tackling the physical, social and emotional barriers to sustaining and succeeding in employment. The level of support offered will be high and consistent.</p>             |
| <p><b>A Wales of cohesive communities</b><br/>Communities are attractive, viable, safe and well connected</p>  | <p>The project will encourage safe and appropriate use of IT and the internet, developing peoples ICT literacy skills, preparing them for employment.</p> <p>The project will link to the wider community, helping people be active citizens in their community and raise awareness of community safety.</p>   | <p>Encourage safer use of the internet and raise awareness of the harmful effects and consequences of inappropriate use of social media</p>  |
| <p><b>A globally responsible Wales</b><br/>Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p> | <p>It will incorporate ESDGC (Education, Sustainable Development and Global Citizenship) elements enable people to become globally responsible citizens.</p>   | <p>Working closely with our Local Authority partners and Job Centre Plus we will share resources and good practices to ensure people have the best opportunities to engage in global well –being and how this impact's on their community.</p> |

| <b>Well Being Goal</b>   | <b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>  | <b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>               |
|--|--|--|
| <p><b>A Wales of vibrant culture and thriving Welsh language</b><br/>           Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation</p> | <p>The project will ensure that all marketing, publications and printed literature is available bilingually where appropriate. The project will conform to the Welsh Language Legislation Welsh Language Wales Measure 2011 and accompanying welsh language standards.</p> | <p>Encouraging people to embrace the vibrant welsh culture and language.</p>   |
| <p><b>A more equal Wales</b><br/>           People can fulfil their potential no matter what their background or circumstances</p>   | <p>The project will develop effective ways to engage and provide support for those individuals regardless of ethnic origin, gender, disability sexual orientation or religion to ensure all people actively participate in and benefit from the project.</p>               | <p>All of our policies and procedures are guided by the current local and national equal opportunities guidance and legislation.</p> |

## 2. How has your proposal embedded and prioritised the sustainable governance principles in its development?

| Sustainable Development Principle   | Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.   | Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?  |
|---|---|--|
|  <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>     | <p>The long term plan for the future is for people that have engaged in CfW+, there is a reduced risk of being in poverty, increased employability opportunities, improved level of skills and training and access to higher paid employment/reduce in-work poverty..</p>   | <p>This is a financial investment for 2 years from 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2020, in the form of a grant from Welsh Government. No additional funding is required from the local authority.<br/>We therefore anticipate that over the life of the project there will be a reduction in the number of people living in or at risk of poverty.</p> |
|  <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>           | <p>CfW+ will work closely with the Job Centre Plus, Housing Associations, Community Learning, training providers and other agencies to contribute to the key priorities of the project.</p>   |  |
|  <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>               | <p>The project will involve participants in the design, delivery, evaluation and redesign of the learning experiences. As part of the learning journey, the Community Employment Mentors understand the necessity for bespoke learning opportunities involving the participants and fostering shared responsibility and autonomy of the participant as well as constant progress.</p> | <p>The project will discuss at point of referral the individuals' needs, training route options, work placements and employment opportunities. It will provide formative reviews of the participants experience, carry out questionnaires, have informal discussions and feedback during the project and end of project evaluations.</p>                                   |
|  <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p> | <p>The project is a preventative initiative to enable the reduction in the number of people at risk of poverty.</p> <p>It is anticipated that the long term impact of the project will challenge behaviours, actions and attitudes, subsequently establishing firm foundations on which to support in the future and provide generic skills.</p>                                      | <p>The project will be monitored and reviewed on a quarterly and annual basis to ensure targets are on track and then people feel the project are meeting their needs and expectations.</p>  |

| Sustainable Development Principle   | Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.   | Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?  |
|---|---|--|
|  <p>Considering impact on all wellbeing goals together and on other bodies</p> | <p>The project will work with people, supporting them to overcome health and wellbeing barriers by either delivering health and wellbeing programmes and/or support, linking people with health care professionals, organisations and networks and other health and wellbeing services.</p> | <p>The project will be monitored and reviewed through the amount of referrals to specialist support for emotional wellbeing; progress of each person during the project and through termly discussions with other professionals as part of the Post 16 Steering Group network.</p> |

**3. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

| Protected Characteristics | Describe any positive impacts your proposal has on the protected characteristic           | Describe any negative impacts your proposal has on the protected characteristic | What has been/will be done to mitigate any negative impacts or better contribute to positive impacts? |
|---------------------------|---|---|---|
| Age                       | We aim to engage with people 16+ who are in or at risk of poverty..                       | None identified   | N/A   |
| Disability                | We aim to engage and support people to meet with individual needs without discrimination. | None identified   | N/A   |

| <b>Protected Characteristics</b> | <b>Describe any positive impacts your proposal has on the protected characteristic</b>   | <b>Describe any negative impacts your proposal has on the protected characteristic</b> | <b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?</b> |
|----------------------------------|--|--|--|
| Gender reassignment              | We aim to provide a provision which is inclusive for transgender people and groups<br>We will address any issues in regards to work placements, employment and training opportunities. | None identified  | N/A  |
| Marriage or civil partnership    | Not applicable   | None identified  | N/A  |
| Pregnancy or maternity           | Risk assessment will be in place for pregnant women ensures all health and safety measures have been addressed and the well-being of the young person is paramount.                    | None identified  | N/A  |
| Race                             | People referred onto the Project will be given the same opportunities regardless of race. The relevant support will be provided to meet individual needs                               | None identified  | N/A  |
| Religion or Belief               | We aim to offer bespoke packages of support that will take into account peoples' religion and religious beliefs.   | None identified  | N/A  |
| Sex                              | We aim to offer opportunities that will take into account individual needs regardless of sex.  | None identified  | N/A  |



| <b>Protected Characteristics</b> | <b>Describe any positive impacts your proposal has on the protected characteristic</b>  | <b>Describe any negative impacts your proposal has on the protected characteristic</b> | <b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?</b> |
|----------------------------------|---|--|--|
| Sexual Orientation               | We aim to offer opportunities that will take into account individual needs regardless of sexual orientation.                              | None identified  | N/A  |
| Welsh Language                   | We will adhere to the Welsh Government Welsh Language Policy. We will aim to provide bilingual learning opportunities if there is a need. | None identified  | N/A  |

4. **Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities?** For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

|                     | <b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>  | <b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b> | <b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b> |
|---------------------|---|--|---|
| Safeguarding        | Safeguarding is a priority, vulnerable adults on the project will have multiple barriers. All staff and volunteers have completed the Safeguarding level 1. The project will link with the adult social services. | None identified  | N/A   |
| Corporate Parenting | The project will work with care leavers. We aim to provide a tailor package which is flexible to their needs and circumstances.   | None identified  | N/A   |

5. **What evidence and data has informed the development of your proposal?**

The following data has identified and informed the need to develop the CfW+ programme;

- Unemployment rate of 3.2% (2017)
- Economic inactivity rate of 19.8% (2017)
- Worklessness households rate of 11.9% (2016)
- Identified wards with higher unemployment rates

Data Source: Nomis

The work of the Post 16 Steering Group and the Keeping in Touch have identified the need for further intervention for those most vulnerable to participate and engage in the employability support programmes.

**6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

It is anticipated that the project will have a positive impact on the peoples' social, emotional, health and wellbeing, education and skills. This will develop their resilience and improve their life chances. This proposal does acknowledge that due to personal, social and educational barriers, not every person will progress into training or employment.

**7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

| What are you going to do                             | When are you going to do it? | Who is responsible | Progress |
|--|------------------------------|--------------------|----------|
| Implementation of the Communities for Work + Project | 1 <sup>st</sup> April 2018   | Hannah Jones       |          |

**8. MONITORING: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.**

|  |            |
|--|------------|
| The impacts of this proposal will be evaluated on: | March 2019 |
|--|------------|

**9. VERSION CONTROL: The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.**

| <b>Version No.</b> | <b>Decision making stage</b> | <b>Date considered</b>      | <b>Brief description of any amendments made following consideration</b> |
|--------------------|------------------------------|-----------------------------|---|
|                    | Individual Members Decision  | 18 <sup>th</sup> April 2018 |   |

**MONMOUTHSHIRE COUNTY COUNCIL****Enterprise**

**ROLE TITLE:** Youth Enterprise Manager

**POST ID:** LYW001NM

**GRADE:** Band J SCP 41 - 45

**SALARY:** £36,379 - £40,057

**HOURS:** 37 hours a week

**LOCATION:** Magor/Usk Monmouthshire

The authority operates an agile working policy and staff will be required to work in agile manner across the county of Monmouthshire as per the needs of the service. Unfortunately no disturbance mileage will be payable for any re-location of the office base.

**RESPONSIBLE TO:** **Head of Enterprise and Community Development**

**Our Purpose:**

Youth Enterprise is an integral part of the Business and Enterprise team at Monmouthshire County Council. We work with young people and adults across the county supporting them into education, employment and training. We engage with the business sector, offering advice and support and help create local employment and enterprise opportunities.

**Main Purpose of the Post**

- To directly line manage the Youth Enterprise team, to take responsibility for the coordination and development of the team in line with strategic priorities and funding streams.
- To directly manage the Youth Enterprise Budget and secure new funding streams
- To support and enable the development and sustainability of the team and projects.
- To develop policy and procedures where appropriate, and supporting compliance as well as good practice.
- To develop and sustain the EPC (Engagement and Progression Coordinator) function within the Local Authority and to monitor the YEPF (Youth Engagement and Progression Framework Action Plan).
- To monitor and review the Monmouthshire NEET Reduction Strategy in line with national, regional and local policies and strategies
- To invigorate enterprise activities by engaging schools, colleges, universities, youth associations and support agencies

## Appendix 2

- To engage young people with the business sector, provide inspirational talks, offer advice and support and create local employment and entrepreneurial opportunities.
- To work with the 'Future Monmouthshire' transformation team to develop and coordinate an entrepreneurship culture within Monmouthshire's schools and assist in embedding enterprise within the curriculum.

### **Your responsibilities are:**

1. The leadership, management, and development of the Youth Enterprise scheme of work.
2. To operationally manage the Youth Enterprise team and support them to deliver a high quality service.
3. To source additional income to support the overall budget and allocated budgets within the designated project areas.
4. To work collaboratively with internal and external partners to enhance opportunities in education, employment and training for young people and adults.
5. Consider all aspects of Youth Enterprise including the NEET (not in education, employment and training) agenda and develop projects that are accessible and fit for purpose, and working with partners and communities to ensure NEET prevention is high on everyone's agenda.
6. To direct and support the team in working with young people and adults, particularly those most vulnerable, to provide an appropriate intervention to engage and sustain education, employment and training.
7. Work closely with contract providers to ensure that projects are effectively performing, meet targets/outcomes and monitor finances.
8. To develop policies and procedures to support the delivery of a high quality service.
9. To be able to prepare and present briefings and reports to a range of audiences, for example elected members, stakeholders etc.
10. To ensure all staff have the opportunity for appropriate training in Youth Enterprise and to actively participate in training when required.
11. To Chair the Post 16 Steering Group, a performance group, which reports to the Programme Board and then to the Public Service Board.
12. Working as part of the Monmouthshire Business and Enterprise Team, promoting and proactively developing best practice in economic growth and enterprise whilst achieving business targets.
13. To be the Designated Safeguarding Lead for the Youth Enterprise Team.

## **PERSON SPECIFICATION**

### **1. Education/Qualification/Knowledge**

- 1.1 Professional qualification in youth and community work or other relevant field.
- 1.2 Prepared to undertake, or have achieved, NVQ level 4 in Business/Entrepreneurship, or other similar qualifications or have equivalent relevant experience.
- 1.3 Current Driving Licence

### **2. Experience**

- 2.1 Experience of all aspects of staff management including supervision, check in check out, development.
- 2.2 Experience of effective inter-agency and inter departmental working.
- 2.3 Experience of working with young people and adults, especially those most vulnerable.

### **3. Competencies**

- 3.1 Engage young people and adults at risk effectively and professionally in order to utilise their own skills to progress into education, employment or training.
- 3.2 Ability to prepare and present reports and briefings for a range of audiences.
- 3.3 Ability and experience of chairing meetings.
- 3.4 Ability to make informed decisions
- 3.5 Ability to use performance management information to support the management and development of scheme of work.
- 3.6 Ability to deal with situations in which there is conflict or challenge and to achieve a successful resolution.
- 3.7 Enabling others through management, supervision, consultation, practice teaching or direct contribution to training and development.
- 3.8 Effective written and verbal communication.
- 3.9 Calm balanced decision maker who can work under pressure and deal with difficult situations.

### **4. Aptitude and Skills**

- 4.1 Experience of having contributed to or led on the development of plans or strategies.
- 4.2 Commitment to ensuring that performance management information, both formal and informal is collected, analysed and utilised to improve service delivery.
- 4.3 Demonstrate evidence of a commitment to delivering high quality services
- 4.4 Demonstrate ability to develop policies and procedures and ensure their compliance.
- 4.5 Evidence an ability to work on own initiative and to organise workloads for self and others.

### **5. Equal Opportunities**

- 5.1 Able to demonstrate a clear understanding of equal opportunities principles and practice and a commitment to their effective implementation in a Business and Enterprise context.

### **6. Special Circumstances**

- 6.1 Appointment to this post will be subject to an Enhanced Disclosure Check with the Criminal Records Bureau.

### **Here's what we can provide you with:-**

- Full support of manager and team members
- Full range of training and CPD opportunities
- Laptop and mobile phone
- Nominated supervisor for regular support

### **Our organisational values are:**

**Openness:** We aspire to be open and honest to develop trusting relationships.

**Fairness:** We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

**Flexibility:** We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

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Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

**In addition:**

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

**ROLE PROFILE****ROLE TITLE:** Inspire Project Co-ordinator**SECONDMENT:** 1<sup>st</sup> April 2016 –31<sup>st</sup> December 2018**POST ID:** YE003**GRADE:** Band I SCP 37-41 (£32,486-£36,379)**HOURS:** 15 hours per week Inspire2Achieve  
22.5 hours per week Inspire2Work**LOCATION:** Usk

The authority operates an agile working policy and staff will be required to work in agile manner across the county of Monmouthshire as per the needs of the service. Unfortunately no disturbance mileage will be payable for any re-location of the office base.

**RESPONSIBLE TO:** Youth Enterprise Manager**This is a fixed term post and funded by the European Social Fund (ESF)****Our Purpose:-**

Youth Enterprise is an integral part of MCC's Enterprise and Innovation Directorate. We work with young people aged 11-25 across the county supporting them through education, employment and training. We engage young people with the business sector supporting the development of local employment and training and entrepreneurial opportunities.

**The purpose of this Role:-**

With support from the Youth Enterprise Manager coordinate and support the delivery of the Inspire2 Programmes – Inspire2Work and Inspire2Work.

The Inspire Coordinator will lead on the Inspire2Achieve programme in partnership with schools in order to provide support to all KS3, KS4 and KS5 young people, identified as most at risk of becoming NEET as highlighted through the Early Identification Tool and schools. To ensure that young people referred onto the project receive a series of interventions aimed at identifying individual barriers and supportive actions to reduce the risk of disengagement.



The post will also coordinate the Inspire2Work programmes and will lead the development and delivery of the programme in order to support young people 16-24 not engaged in education, employment or training.

### **Expectation and Outcomes of this role;-**

To contribute to the following;

- Young people at risk of becoming NEET in KS 3, 4 and 5 (11- 18 years) gaining qualifications upon leaving.
- Young people at risk of becoming NEET in KS3,4, and 5 (11 -18 years) education, or training upon leaving.
- Young people at risk of becoming NEET in KS3, 4 and 5 at reduced risk of becoming upon leaving
- Young people 16-24 NEET progressing into education or training.
- Young people 16-24 NEET progressing into employment.
- Young people 16-24 NEET gaining a qualification.

### **Your responsibilities are to:-**

1. To lead the Inspire2Achieve programme in Monmouthshire with responsibility for the project outcomes and all reporting requirements of the ESF programme.
2. To lead the Inspire2Work programme in Monmouthshire with responsibility for the project outcomes and all reporting requirements of the ESF programme.
3. Oversee performance data related to the Inspire programmes, monitor both programme level common results indicator and ensure efficient collation of all evidence in relation to the project. Submit quarterly progress reports through the lifetime of the programme.
4. Develop and submit re-profiles as and when required by the Central Lead Team and to support the Inspire Finance Officer in completing and submitting financial profiles and claims through the lifetime of the Inspire operation.
5. Lead on aspects of compliance for the Inspire programmes in line with the ESF/WEFO verification and Central Lead Team programme monitoring. Support the Inspire Administrator to develop skills and knowledge in this area of work.

### Appendix 3

6. To assist and complete any INSPIRE paper based and electronic records (CEMP) necessary to comply with WEFO and Lead Partners guidance, including Participant Files and records. To support the Inspire Administrator and wider team in developing their skills in this area.
7. Support the Inspire team to act as an advocate for the young people, representing their views and rights where appropriate and necessary whilst developing a delivery model that is built on youth work methodology and a young person centred approach.
8. In partnership with schools, support consistent discipline policies within the school that embody values of respect and responsibility. To also support the school in ensuring that pupils on programmes wear correct uniform and comply with all other school regulations.
9. Support the development of, support and guidance packages for young people regarding their personal action plans and pastoral support programmes.
10. With support from the Youth Engagement and Progression Coordinator, key school personnel, LA representatives and other partners, promote the project and support the team in informing school staff of the work that young people are participating in.
11. Develop and sustain links with Careers Wales in order to support the delivery of both I2A and I2W. To work with Careers and other providers to monitor Post 16 destinations of young people in Monmouthshire.
12. To work collaboratively with all relevant internal and external partners to enhance opportunities in education, employment and training for young people. To use this network to support work under the wider Youth Enterprise remit.
13. To keep abreast of changes or advances in education and curriculum that affect both Inspire programmes and wider Youth Enterprise remit.
14. To keep abreast of changes in WEFO guidance and other policies and guidelines that will impact upon INSPIRE.
15. To take responsibility for the Youth Enterprise Qualification Centre and lead on all Internal Quality Assurance within the centre. Work with the Youth

### Appendix 3

Enterprise team in developing accredited qualifications, packages, tailored to young people's individual needs across all areas of Youth Enterprise delivery.

16. Facilitate the continued professional development of the Youth Enterprise team including statutory training and complimentary CPD, this includes designated ESF days for Inspire delivery staff, related to planning and programme development.
17. Effectively work with and support the Youth Enterprise remit and team across all areas of work. Support the Youth Enterprise manager in the implementation, delivery and reporting on the Youth Enterprise service improvement plan and programme of work.
18. Contribute towards the implementation of the Monmouthshire Youth Engagement Progression Framework plan to reduce the number of young people at risk of becoming NEET.
19. Attend local and regional forums and relevant ESF/LA meetings and provide reports and presentations as and when required.
20. Manage and Supervise members of the team giving regular supervision, advice and support to enable the effectiveness of the team. Identify areas to support their progression and professional development.
21. Support the Communities for Work Plus project and team as it becomes implemented in Monmouthshire. Provide support to the Youth Enterprise Manager in developing the new programme of work and embedding it in Youth Enterprise and Monmouthshire.
22. Carry out any duties and responsibilities required under the Data Protection Act(s) 1984 and 1998, in particular, to take reasonable care that no loss or disclosure of personal data occurs.
23. Exercise proper integrity in respect of confidential matters and personal information obtained during the execution of the duties of this post.
24. Be flexible in approach, delivery and working hours. Provide support to the Youth Enterprise team in managing workloads and pressure points.
25. Working as part of the Monmouthshire Business and Enterprise Team, promoting and proactively developing best practice in economic growth and enterprise whilst achieving business targets.

26. To be the deputy Safeguarding Lead for the Youth Enterprise Team, to take the lead in the absence of the Designated Safeguarding Lead (Youth Enterprise Manager).
27. To be the designated Educational Visits Coordinator for the Youth Enterprise Team.
28. Ensure that the Council's responsibilities in relation to Equality and Diversity are met and to ensure that the Youth Service outcomes relating to the Welsh language are achieved.
29. Ensure that health and safety duties and practices are carried out by all provisions or as detailed in the Council's Health and Safety Policy, and to ensure that provisions and services to young people comply with current legislation.
30. Uphold and comply with the statutory provisions of the Health and Safety at Work Regulations 1999, The Monmouthshire Safeguarding and Child Protection Policy 2012 and any other relevant Council policies relating to Safeguarding and Health and Safety.
31. Work in collaboration with the Designated Officer for Safeguarding/Child Protection in the following way: to be aware of the LA policy on Safeguarding and Child Protection and that all policies and practices are in line with the All Wales Child Protection Procedures. To make referrals to Children's Services in the event of a disclosure and/or concern that a child/young person is 'in need' or at risk of significant harm. To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection.

**Here's what we can provide you with:-**

- Full support of manager and team members
- Full range of training and CPD opportunities
- Uniform
- Nominated supervisor for regular support

**What else you need to know.....Monmouthshire Values are:**

## Appendix 3

**Openness:** We aspire to be open and honest to develop trusting relationships.

**Fairness:** We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

**Flexibility:** We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

**Teamwork:** We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals. And this role, will work with Monmouthshire to achieve these.

### **In addition:**

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

## **PERSONAL SPECIFICATION**

### **Qualifications and Experience**

1. Hold nationally recognised Youth and Community Work qualification, Teaching qualification or equivalent.
2. Hold nationally recognised qualification and experience in teaching and planning of vocational and Essential Skills Wales based subjects.
3. Hold a recognised Internal Quality Assurance qualification and have experience of this area of work.
4. Have experience of working with young people aged 11-24 in formal and informal learning environments.
5. Have experience and knowledge of the Worklessness agenda and current Welfare reforms particularly those that effect young people 16-24.
6. Have experience of managing and using an effective administrative framework.
7. Have demonstrable experience in project coordination, ESF funded projects would be desirable.
8. Have experience of leading and supervising staff. Desirable to hold a qualification to support this area of work.

### Appendix 3

9. Ability to prepare and present reports and briefings for a range of audiences.  
Able to work towards strict outcomes and able to lead wider team in achieving such project outcomes.

10. Ability and experience of chairing meetings.

**ROLE PROFILE**

**ROLE TITLE: Community Employment Mentor**  
**Fixed term post from 1<sup>st</sup> April 2018 -31<sup>st</sup> March 2020**

**POST ID:**

**GRADE: Band G SCP 29 – 33**

**HOURS: 37 hours per week**

**LOCATION: Magor/Usk Monmouthshire**

The authority operates an agile working policy and staff will be required to work in agile manner across the county of Monmouthshire as per the needs of the service. Unfortunately no disturbance mileage will be payable for any re-location of the office base.

**RESPONSIBLE TO: Youth Enterprise Manager**

**Our Purpose:**

Youth Enterprise is an integral part of the Business and Enterprise team at Monmouthshire County Council. We work with young people and adults across the county supporting them through education, employment and training. We engage with the business sector, offering advice and support and help create local employment and entrepreneurial opportunities.

**The Purpose of this Role:-**

- Community Employment Mentors will provide intensive one to one mentoring to participants to help them identify and take practical steps to overcome barriers preventing them taking up identified training and employment.
- You will support a caseload of participants identified as being eligible to receive services under the programme, developing and implementing their action plans, addressing barriers to employment and developing employability skills.
- You will empower, motivate and support participants to move into and, most importantly, sustain employment, as well as supporting participants to progress whilst in work.

- You will provide a flexible and high quality service. As part of the Youth Enterprise team supporting participants through a person centred approach to mentoring and coaching and tackling barriers to employment (arising from poverty and long term inactivity), providing interventions on an outreach basis, and supporting participants in the community.

### **Expectation and Outcomes of this role;-**

1. Supporting participants through a person centred approach to mentoring and coaching and tackling barriers to employment (arising from poverty and long term inactivity), providing interventions on an outreach basis, and supporting participants in the community.
2. Manage the recruitment, retention, training and development of participants, building positive relationships and developing effective processes to identify and overcome barriers as a pathway to employment.

### **Your responsibilities are:-**

1. To have individual responsibility for mentoring a caseload of participants, using a positive, enabling and collaborative approach.
2. To use a variety of techniques, including effective diagnosis, individual coaching and personal support to maximise the number of Programme participants securing and sustaining employment.
3. To work with key stakeholders, service delivery partners, statutory and non-statutory organisations in order to promote the support available through the Programme and generate referrals.
4. To work closely with stakeholders such as Families First, Flying Start and Supporting People in order to provide an effective referral pathway and support for participants in order to provide a continuum of support and progression route towards employment.



5. To provide a flexible service, developing comprehensive action plans with participants, undertaking detailed assessments and regular reviews as appropriate to maximise collective support available for participants in addressing wider barriers to employment.
6. To create timely support and interventions for participants moving between the closely aligned with Monmouthshire anti-Poverty Strategy in order to identify the most appropriate service enabling the participant to make positive steps towards employment.
7. To provide information, advice and guidance regarding the support available from the Programme to key stakeholders and participants.
8. To be involved in the Triage process, taking and making referrals and completing initial assessments
9. To identify alternative employment options for participants who require additional support in progression.
10. To verify job outcomes through evidence or employer contact and to be responsible for ensuring all participants' outcomes are recorded accurately.
11. To maintain participants' files and data (paper and database) to 100% accuracy at the first, and every subsequent instance of completion.
12. To follow prescribed filing and data accuracy requirements to ensure the confidentiality of participant information and a robust audit trail for internal and external review.
13. To participate in the Welsh Government programme development activity.
14. To provide flexible support to the programme in the area and work occasional unsocial hours.

15. To carry out other tasks and responsibilities of a similar nature to those listed above as determined from time to time by the Youth Enterprise Manager.

16. To contribute to the local delivery of the council's values, Corporate Plans and the Service Plan.

**Here's what we can provide you with:-**

- Full Support of manager and team members
- Full range of training and CPD opportunities
- Laptop and mobile phone
- Nominated supervisor for regular support

**What else you need to know.....Monmouthshire Values are:**

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals. And this role, will work with Monmouthshire to achieve these.

**In addition:**

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

## **Person Specification**

### **Experience and Ability**

1. Experience of providing intensive, **employment focused** mentoring to a caseload of participants who are experiencing poverty and barriers to employment.
2. Experience of exposure to client groups. These client groups may include benefit claimants, single parents, those with criminal records, protected characteristics, mental health groups, ex-services, specific ethnic minority or faith groups and those with specific disabilities.
3. Ability to prioritise workload and work on own initiative.
4. Understanding of performance management and monitoring processes.
5. Understanding of working within confidentiality and data protection policies and regulation.
6. Experience of assessment and development of action plans and their implementation for participants.
7. Experience of joint working with statutory and voluntary agencies.

### **Knowledge and Understanding**

1. Understanding of the support needs of long term unemployed, economically inactive people, young people, families and single customers.

2. Thorough and up to date knowledge of employment and benefit issues and an understanding of welfare reform and the implications for participants.
3. Knowledge of related services provided by the statutory and voluntary sector.
4. Understanding of the benefits of a flexible, outcome focussed and personalised support service.
5. Understanding of the need to collect data and the benefits for the Programme.
6. Understanding of confidentiality and data protection issues.
7. Understanding of and commitment to Equal Opportunities.
8. An understanding of customer service in a service delivery setting.

### **Skills**

1. Ability to communicate effectively with participants, staff and stakeholders in plain, easy to understand English and/or Welsh, both in writing and verbally.
2. Demonstrable customer care skills.
3. Ability to work flexibly to meet participant needs and service requirements, including working evenings and weekends where the service requires it.
4. Demonstrable commitment to equality and diversity and a genuine desire to help people.

5. Ability to work as part of a team and build and maintain effective and supportive relationships with peers and partners.
6. A creative and innovative approach to engagement.
7. Excellent time management skills and demonstrable ability to meet deadlines and achieve goals.
8. Comprehensive IT skills to include use of Microsoft Office and ability to maintain electronic records, with attention to detail.

**The person will be expected to:**

1. Have the ability to work well as part of a team providing support to a range of services and have a flexible approach.
2. To participate in and make constructive use of regular supervision.
3. To ensure all activities operate in accordance with Council's Equal Opportunities Policy.
4. To ensure any work undertaken complies with legislative and regulatory requirements.
5. Must have an understanding of a commitment to the principle of confidentiality.
6. To adhere to the Council's safeguarding guidelines and procedures.

7. To undertake the Health and Safety responsibilities as detailed in the Council's Health and Safety Policy to comply with current legislation and the Health and Safety Work Regulations 1999.

**Should you require any further information regarding this post, please contact: Hannah Jones, Youth Enterprise Manager Tel: 07738 340418**

**Closing Date: 12 Noon on (Insert Date) 2017**