

SUBJECT: CfW+ Proposed Delivery Model 24-25

DATE: 22nd January 2024

MEETING: Communities and Place DMT

DIVISION/WARDS AFFECTED: All

1. PURPOSE:

1.1 To inform DMT of the funding shortfall of £90,000 for the Welsh Government's Communities for Work + programme for the financial year 2024/25 which equates to 25.4%, compared to current financial year 2023/24.

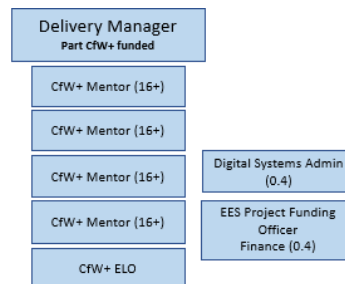
2. RECOMMENDATIONS:

2.1 To approve the proposed delivery model recommended option, befitting the allocation for 2024/25, to ensure the Communities for Work + programme is able to continue providing employability support for Monmouthshire residents within the new agreed budget.

3. KEY ISSUES:

3.1 Welsh Government informed Local Authorities across Wales of a 30-35% reduction in funding for the CfW+ programme was coming in from April 1st, 2024.
 3.2 On Friday 23rd December it was confirmed in a "Letter of Comfort" that the Council's budget had been reduced from £353,000 in 2023/24 to £263,289 in 2024/25.
 3.3 The 2023-24 Monmouthshire CfW+ programme currently employs, 0.33 Delivery Management time, 4 FTE community employment mentors, 1 FTE Employment Liaison Officer, 0.4 Digital Systems Admin time, 0.4 EES Project Funding Officer time and £35,000 (10% of budget) for Indirect Costs as detailed in the Delivery Model below.

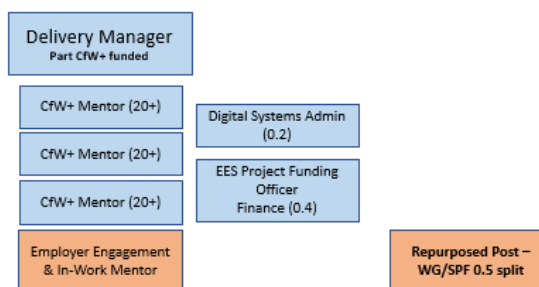
Current
CfW+
Delivery
model
23/24



3.4 The Proposed Delivery Model for 24/25 below is in line with the funding shortfall and ensures minimal impact of service at ground level. Delivery Manager will rise slightly from 0.33 to 0.4 - to allow for more flexibility on the ground support, in light of reduced mentors. 3 x FTE Community Employment Mentors and 1 x 0.5 funded Employer Engagement post (a reduction by 0.5 from previous year. Digital Systems Admin function falls to 1 x 0.2 and the EES Project Funding Officer will remain at 0.4. The Employer Engagement role will be made Full Time, with 0.5 funding coming from SPF (Share Prosperity Fund) CELT (Connect, Engage, Listen, Transform) (Connect, Engage, Listen, Transform) + programme under W38, this is profiled for In-Work

mentoring in 2024/25. Additionally, Non-Staff Costs are being reduced (Training fund, Barrier Fund, Expenses, Marketing) from £41,000 to £17,000.

Proposed CfW+ Delivery model 24/25



- 3.5 The Employer Engagement & In-Work Mentor (appendix 1) post and the Community Employment Mentor (appendix 2) are subject to final Job Evaluation, but it is anticipated that it will be at a - Band G SCP 23-27 - £32,076-£35,745 for both posts.
- 3.6 Informal consultation with employees fully funded by CfW+ grant commenced on 8th January 2024 with HR and Union representation. The proposed delivery model 2024/25 was sent out to those affected to allow them the opportunity to provide feedback by Wednesday 17th January.

3.7 Feedback received to date

Staff member raised query regarding why mentors in proposed model would be working with individuals 20+ and not 16+ (as per current model). Firstly, data within the last year indicates 13 x 16-19's employment ready participants enrolled onto CfW+ programme. Secondly, the proposed Post 16 transition role would work with the employment ready 16-19-year-olds, alongside those further 16-19-year-old NEETs (Not in Education, Employment or Training) who are furthest away from the labour market. Welsh Government, as of 15th January, confirmed that across Wales all mentors will now be 20+ with 16-19-year-olds supported by Careers Wales.

Questions have also been received enquiring about process / next steps and how the new roles will be recruited to. Subject to the approval by DMT, the next stage will be to commence formal consultation process with the support of HR. Advice from HR as to the appropriate process will be taken.

- 4. EQUALITY AND FUTURE GENERATIONS EVALUATION (INCLUDES SOCIAL JUSTICE, SAFEGUARDING AND CORPORATE PARENTING):**
- 4.1 An evaluation is not required for this paper as no policy or service change is proposed. However, the proposal does seek to increase our employability support for residents considered economically inactive.
- 5. OPTIONS APPRAISAL:**
- 5.1 An options appraisal has been undertaken in Table One below.

Table One: Options Appraisal

| Option | Benefits | Risks |
|--|---|---|
| 1) Do Nothing | None | Current model is not financially viable due to £90,000 reduction. |
| 2) Proposed Delivery Model (see 3.4/3.5) | A reduction from 5 fully funded posts down to 3.5. the other 0.5 being matched against SPF funding for FTE. | <p>One less post within the CfW+ project One individual could be at risk of redundancy. This could be mitigated by 2 posts within Inspire Project.</p> <ol style="list-style-type: none"> 1. Inspire Worker Monmouth Comp (vacant post) 2. Post 16 Transition Worker (new post SPF to be approved by People and Place Partnership 26/01/24) |

6. REASONS:

- 6.1 On Friday 23rd December it was confirmed in a “Letter of Comfort” the Council’s budget had been reduced from £353,000 to £263,289.
- 6.2 This proposed delivery model for 24/25, will result in minimal disruption of service if approved. Welsh Government will adjust project KPI’s in line with the budget.
- 6.3 The reduction in the current ELO post from FT to 0.5 is manageable as the role will be streamlined and the other 0.5 will enable our service to offer support to residents currently In-Work who require mentoring to support them into their next role. Something we have been unable to offer this financial year.
- 6.4 There will be a reduction in the non-staff costs of the training and barrier fund budget compared to this year, but still the right amount of funds to ensure the USP of the project is maintained and impactful to those being supported on project. Reduction from £29,000 to £15,000.
- 6.5 In the current year 2023/24 – one of the CfW+ mentors are currently seconded to an Inspire post until 31st March 2024. As a result, an employee came in 1st April 2023 to take up this vacancy until the end of the Inspire secondment 31st March 2024. The employee in question is on a fixed term contract until 31st March 2024, does not have 2-year service with the authority, contract will come to an end. The team are supporting this employee to find future employment within and outside the authority.
- 6.6 The Inspire post is currently out for advert internally, the secondee, if successful at interview, will move into this post until 31st March 2025.
- 6.7 There is a new post (Post 16 transition) in the pipeline under SPF W43 (Inspire project) which will be taken People and Place Partnership on the 26th January for approval. If approved, this will again be an opportunity to mitigate redundancy.

7. RESOURCE IMPLICATIONS:

7.1 The CfW+ Programme is 100% grant funded and therefore the proposed delivery model for 2024/25 will incur no additional costs in its delivery.

7.2 Redundancy costs are not covered by the CFW+ Grant therefore redundancy cost implications would be on the local authority. Redundancy costs have been explored with HR and are as follows:

Mentor 1 - £32,047.99.

In addition to this cost, there would also be substantial pension strain costs. HR have requested these from Torfaen Pensions, but these may take some time to come through.

ELO - £12,236.51

Mentor 2 - £5,110.56

Mentor 3 - £8,075.02

In addition to this cost, there would also be pension strain costs. HR have requested these along with Mentor 1.

Mentor 4 - £0

(Covering Secondment, not entitled to redundancy as under 2 years' service).

Mentor 5 - £3,320.09

Currently on Secondment, this is based on her G grade post at SCP 25 which they would be on now, had they remained in post.

8. CONSULTEES:

DMT – Community and Place
Frances O'Brien – Chief Officer for Enterprise
Cath Fallon – Head of Enterprise and Community Animation
Hannah Jones – Head of Economy, Employment and Skills
Lisa Gribben – Human Resource Advisor
Louise Wilce – Youth Employment & Skills Lead
Dave Loder – Finance Manager

9. BACKGROUND PAPERS

- None

10. AUTHOR:

Rory Clifford – Adult Employment & Skills Lead
Hannah Jones – Head of Economy, Employment & Skills

11. CONTACT DETAILS:

Email: roryclifford@monmouthshire.gov.uk

Appendix 1 Employer Engagement and In- Work Mentor

Appendix 2 – Community Employment Mentor

Appendix 1 – Employment Engagement & In-Work Mentor

ROLE PROFILE

ROLE TITLE: Employer Engagement & In Work Mentor

Fixed Term Contract 1st April 2024 – 31st March 2025

POST ID: TBC

GRADE: Band G SCP 23-27 - £32,076-£35,745

HOURS: 37 hours a week

WORK PATTERN: Full time. Monday to Thursday 9am to 5pm, Friday 9am to 4.30pm. However, flexibility is required to provide support to the programme in the area, and work occasional unsocial hours.

LOCATION: County Hall, Usk, which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

DISCLOSURE AND BARRING SERVICE (DBS) CHECK:

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to the following DBS check (Please specify level of check:

(a) Enhanced with Adults Barred List Check

RESPONSIBLE TO: Rory Clifford - Adult Employment and Skills Lead

WELSH LANGUAGE ASSESSMENT: Welsh language skills are desirable

This is a fixed term post and funded by the UK government Shared Prosperity Funding (0.5) and Welsh Government Communities for Work+ (0.5)

SAFEGUARDING:

Child and Adult Safeguarding are key priorities for the Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. All Council employees and volunteers are responsible for playing their part in the well-being, safety and protection of children and adults at risk. All employees and volunteers will be trained to the appropriate level of safeguarding and have a duty to fulfil their personal responsibilities for safeguarding.

Our Purpose: -

We aim to support children, young people and adults to engage in education, training and employment. We will provide the opportunity to gain new skills, retrain, upskill and achieve the right qualifications for future career aspirations. We will work with our most vulnerable, offering appropriate interventions for a safe, prosperous and healthy life. We aim to work with our local businesses, employers and communities on a local and regional basis providing innovative pathways to succeed.

The Purpose of this Role: -

With the support from the Adult Employment & Skills lead and other Economy, Employment & Skills staff you will support the delivery of both the CfW+ and CELT+ project across Monmouthshire. 50% of your working week you will be expected to develop effective working relationships with small to medium businesses within

Monmouthshire in selected industries, with a focus on the Councils priority industries where there are a higher number of vacancies in the Construction and Social Care sectors. The role will also entail the co-ordination of events such as Job Fairs and In to Work programmes. Additionally, liaising with Community Mentors and staff across the wider team to identify potential employability opportunities for participants on caseloads.

Within this role, you will have responsibility to mentor participants coming through who are looking to gain the skills and licenses to enter the Construction Sector, holding two weekly drop-in sessions supporting participants and liaising with the Qualifications & Training Officer to ensure participants are smoothly guided through the CSCS card process.

Finally, as the Employer Engagement and In Work Mentor, you will support and mentor participants who come through our service who are currently in work but looking to further their employment prospects. Additionally, individuals who have been supported into work and would like further mentoring whilst in work to ensure they are able to sustain employment, will be provided support.

Expectation and Outcomes of this role: -

You will be expected to engage with businesses in Monmouthshire to promote the services and events delivered by the Economy, Employment & Skills team, whilst targeting businesses in identified sectors to support the employment and work placement prospects of project participants. Additionally, you will have responsibility for mentoring participants who wish to gain the appropriate training and licenses to enter the construction industry with outcomes linked to completing qualifications and entering the workforce. Furthermore, you will be responsible for a small caseload of participants who are currently in work but wish to secure alternative employment through training and mentoring.

Your responsibilities are to:-

Work alongside the Adult Employment and Skills Lead and others across the team as required, including:

1. To target and promote the Economy, Employment and Skills services available to Monmouthshire businesses and departments within the local authority.
2. To focus on businesses in Monmouthshire within the following sectors (Construction, Hospitality and Leisure, Social Care and Manufacturing) to aid links for participants on our projects to secure employment and work placement opportunities.
3. To co-ordinate frequent events in partnership with external organisations that support the work of the Economy, Employment and Skills service such as, but not limited to, Job Fairs and In To Work Programmes.

4. To communicate the aims, objectives and delivery methods of the Economy, Employment and Skills team effectively to a wide range of partners including employers, third sector, private and public sector bodies and across a variety of working environments through appropriate network meetings, outreach working and attending/facilitating events such as road shows, careers events, job fairs, etc.
5. To have individual responsibility for mentoring a caseload of in-work participants, using a variety of techniques, including effective diagnosis, individual coaching, and personal support to maximise the number of in-work participants securing more sustainable employment.
6. Ensure follow-up monitoring and support is provided once participants move into employment if support is required. Communicating effectively with the previous mentor to understand what support is required and presenting the participant with the opportunities that are out there for the individual once in work.
7. To have individual responsibility for mentoring a caseload of participants who have ambitions of entering the construction sector, providing weekly CSCS drop-in sessions, setting up and monitoring progress of learning and ensuring the correct licenses are obtained on completion of learning.
8. To maintain established networks with a variety of organisations and projects who will become referral partners/referring on partners to support with the engagements/outcomes of the project.
9. Complete participant portfolio paperwork in line with project requirements to ensure a participants journey is fully auditable.
10. To ensure that all personal data is collected in an appropriate and safe way that meets the requirements of both projects.
11. Respond in a timely manner to requests for information, support, and assistance.
12. To carry out other tasks and responsibilities of a similar nature as determined from time to time by the manager in relation to the smooth running of the service.
13. Carry out any duties and responsibilities required under the Data Protection Act(s) 1984 and 1998, in, to take reasonable care that no loss or disclosure of personal data occurs.
14. Exercise proper integrity in respect of confidential matters and personal information obtained during the execution of the duties of this post.
15. Be flexible in approach, delivery and working hours. Provide support to the Economy, Employment and Skills Enterprise team in managing workloads and pressure points.

16. Ensure that the Council's responsibilities in relation to Equality and Diversity are met and to ensure that the Youth Employment and Skills outcomes relating to the Welsh language are achieved.
17. 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 Health and Safety at Work Regulations 1999, and to ensure that provisions and services to young people comply with current legislation.
18. 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/Adult services in the event of a disclosure and/or concern that a child/young person/adult 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 the Council as a valued colleague
- Supportive and flexible line management from the Head of Economy Employment and Skills
- Support from colleagues in Economy, Employment and Skills team with collaborative working to achieve excellent outcomes. Pooling resources and accessing internal expertise where possible.
- The chance to help shape the future provision for service users
- Quality training to develop your skills and experience professionally and personally
- Opportunity to develop Welsh language skills in line with the 'more than words' strategy'
- In line with Service objectives, flexibility to hybrid work and a flexi scheme to achieve a positive work life balance
- Excellent pension scheme and a range of other benefits such as reduced leisure centre membership within Monmouthshire.

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.
- Kindness: We will show kindness to all those we work with, putting the importance of relationships and the connections we have with one another at the heart of all interactions.

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

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated: -

| | Essential | Desirable | How assessed |
|---|-----------|-----------|---|
| Qualifications / Experience | | | |
| Hold a diploma in Business Studies or equivalent qualifications. | | D | Application Form Qualification Certificates |
| Experience in negotiating and coordinating employment supporting opportunities with organisations in various sectors | E | | Application Form, Interview |
| Ability to develop a creative and collaborative approach to providing work placements, volunteering, traineeships, apprenticeships and other employability supporting opportunities | E | | Application Form, Interview |
| Experience of managing databases and monitoring and recording procedures | E | | Application Form, Interview |
| Experience of joint working with statutory and voluntary agencies. | E | | Application Form, Interview |
| Experience of inter-agency and cross-sector networking. | E | | Application Form, Interview |
| Experience of working with clients who are experiencing poverty and barriers to employment | E | | Application Form, Interview |
| Knowledge | | | |
| Knowledge of employment support programmes and the local economy. | E | | Application Form Qualification |
| Understanding of the support needs of long term unemployed, in- work poverty, young people, families and single customers. | E | | Application Form Interview |
| Thorough and up to date knowledge of employment and benefit issues and an understanding of welfare reform and the implications for participants. | E | | Application Form Interview |
| Knowledge of related services provided by the statutory and voluntary sector. | | D | Application Form Interview |
| Interpersonal Skills | | | |

| | | | |
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| An excellent team player with demonstrable experience and an ability to work collectively to achieve outcomes. | E | | Application Form Interview |
| Excellent communication and people skills with the ability to effectively convey complex information at all levels, verbally and in writing | E | | Application Form Interview |
| Be flexible, imaginative, and creative in problem solving. | E | | Application Form Interview |
| Continually demonstrating the highest levels of integrity, honesty, and professionalism, keeping commitments made to others. Encouraging honesty, trust, and respect in relationships with others. | E | | Application Form Interview |
| An ability to be self-disciplined and work to set priorities and work within competing deadlines. | E | | Application Form Interview |
| A professional approach with an ability to demonstrate excellent customer and stakeholder relationships | E | | Application Form Interview |
| Focussed on delivery with an ability to work independently and also in a team supporting people to develop and deliver shared purpose and common aims. | E | | Application Form Interview |
| IT Skills | | | |
| Conversant with a range of computer packages and an appetite for digital opportunities and improvements. | E | | Application Form Interview |
| Knowledge of using databases or case management systems to maintain records. | E | | Application Form Interview |
| Safeguarding | | | |

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| A good knowledge of the All Wales Children Protection processes and other local authority adult safeguarding processes. | E | | Application Form Interview |
| Understanding and respect for the principles of confidentiality. | E | | Application Form Interview |
| Other | | | |
| Willingness to abide by the Council's Equal Opportunities Policy, including undertaking appropriate equality awareness training. | E | | Application Form Interview |
| Current and valid driving license and have access to a car for which the agreed MCC mileage allowance will be paid. | E | | Application Form |
| Willingness to work flexibly across Monmouthshire including out of community venues. | E | | Interview |
| The ability to communicate in Welsh. | | D | Application Form |
| A suitable enhanced DBS check and two suitable references will be required. | E | | Application Form |

Appendix 2 – Community Employment Mentor

ROLE PROFILE

ROLE TITLE: Community Employment Mentor (fixed term contract 1st April 2024 - 31st March 2025)

POST ID: YE008

GRADE: Band G SCP 23-27 - £32,076-£35,745

HOURS: 37 hours Per Week

WORK PATTERN: Full time 37 hours
Monday to Thursday 9am to 5pm, Friday 9am to 4.30pm.
However, flexibility is required to provide support to the programme in the area and work occasional unsocial hours.

LOCATION: County Hall, 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. which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

DISCLOSURE AND BARRING SERVICE (DBS) CHECK:

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to the following DBS check (Please specify level of check:

(b) Enhanced with Adults Barred List Check

RESPONSIBLE TO: Rory Clifford - Adult Employment and Skills Lead

WELSH LANGUAGE ASSESSMENT:

(b) Welsh language skills are desirable;

This is a fixed term post and funded by Welsh Government Communities for Work+ Grant

SAFEGUARDING:

Child and Adult Safeguarding are key priorities for the Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. All Council employees and volunteers are responsible for playing their part in the well-being, safety and protection of children and adults at risk. All employees and volunteers will be trained to the appropriate level of safeguarding and have a duty to fulfil their personal responsibilities for safeguarding.

Our Purpose: -

We aim to support children, young people and adults to engage in education, training and employment. We will provide the opportunity to gain new skills, retrain, upskill and achieve the right qualifications for future career aspirations. We will work with

our most vulnerable, offering appropriate interventions for a safe, prosperous and healthy life. We aim to work with our local businesses, employers and communities on a local and regional basis providing innovative pathways to succeed.

The Purpose of this Role: -

As a Community Employment Mentor, you will provide intensive one-to-one mentoring to participants to help them identify, set actions and take practical steps to overcome barriers preventing them taking up identified training and employment opportunities.

You will support a caseload of participants identified as being eligible to receive services under the project, developing and implementing their action plans, addressing barriers to employment, have an understanding of training/development that is attainable and ultimately developing skills that enhance employment opportunities.

You will empower, motivate and support participants to move into and, most importantly, sustain employment. Furthermore, having a wider understanding of further support that is available outside of the team, to signpost individuals, should the need arise.

As part of the wider Economy, Employment and Skills team you will assist in the co-ordination of events and programmes such as Job Fairs and Six Steps. You will work on an outreach basis, supporting individuals in the community and networking with Monmouthshire Council services and the third sector to achieve project outcomes.

Expectation and Outcomes of this Role: -

You are expected to support participants through a person centred approach by mentoring and coaching to tackle barriers to employment. Providing interventions on an outreach basis within Community spaces and Job Centres. You are expected to monitor the progress of each individual supported through the digital CfW+ database and ensure all information is accurate and up to date. Furthermore, you are expected to assist in the co-ordination of wider Economy, Employment & Skills work-related events and programmes such as Job Fairs and Six Steps.

You will contribute to outcomes measured by Welsh Government, such as numbers of participants enrolled on to the project, number of participants moved in to employment and quality of support provided from referral to when the participant exits the project.

Your responsibilities are to: -

1. To have individual responsibility for mentoring a caseload of participants over the age of 20, moving them into employment whilst using a variety of interventions that are specific to the needs of each participant.
2. To use a variety of techniques, including effective diagnosis, individual coaching, and personal support to maximise the number of participants securing and sustaining employment.
3. To have the knowledge and understanding of the Training Fund within the project. Knowing what training is acceptable and having an understanding of which external training providers to use, ensuring the booking and payment processes are followed in accordance with MCC policy.
4. To work in collaboration with the Qualifications & Training Officer to ensure participants who attend training courses are suitably supported from start to finish.
5. To work in collaboration with the Triage Engagement Worker, being responsive to new referrals and providing relevant feedback when required.
6. To have the knowledge and understanding of the Barrier Fund within the project. Knowing what is acceptable to fund and understanding how best to maximise the funding for participants on the project.
7. To ensure participants have the opportunity, should there be need, to access the work-related courses delivered within the wider Economy, Employment & Skills team.
8. To verify job outcomes through evidence or employer contact and to be responsible for ensuring all participants' outcomes are recorded accurately.
9. To work closely with DWP Work Coaches to support new claimants who present with complex barriers that may impact on their chances of employability.
10. To maintain established networks with a variety of organisations and projects who will become referral partners/referring on partners to support with the engagements/outcomes of the project.
11. To maintain participants' files on the Evolutive database to 100% accuracy at the first, and every subsequent instance of completion.
12. Support and assist with the co-ordination, where required, of whole team events such as, but not limited to, Job Fairs and External Training Courses.
13. Respond in a timely manner to requests for information, support, and assistance.

14. To carry out other tasks and responsibilities of a similar nature as determined from time to time by the manager in relation to the smooth running of the service which may involve unsociable hours.
15. Carry out any duties and responsibilities required under the Data Protection Act(s) 1984 and 1998, in, to take reasonable care that no loss or disclosure of personal data occurs.
16. Exercise proper integrity in respect of confidential matters and personal information obtained during the execution of the duties of this post.
17. Be flexible in approach, delivery and working hours. Provide support to the Economy, Employment and Skills Enterprise team in managing workloads and pressure points.
18. Ensure that the Council's responsibilities in relation to Equality and Diversity are met and to ensure that the Youth Employment and Skills outcomes relating to the Welsh language are achieved.
19. 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 Health and Safety at Work Regulations 1999, and to ensure that provisions and services to young people comply with current legislation.
20. 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/Adult services in the event of a disclosure and/or concern that a child/young person/adult 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 (Continuing Professional Development) opportunities
- Laptop and mobile phone
- Nominated supervisor for regular support

What else you need to know.....Our Values:

Our purpose is underpinned by a clear sense of who we are as an organisation. We expect people who work with us to share a strong value set and expect that these are evident in the ways in which we work and engage with our communities.

Teamwork: We will work with you and our partners to support and inspire everyone to get involved. We will make the best of the ideas, and resources available to make sure we do the things that most positively impact our people and places.

- Openness: We are open and honest. People have the chance to be involved and tell us what matters.
- Flexibility: We are flexible, enabling delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.
- Fairness: We provide opportunities for people and communities to thrive. We will always try to treat everyone fairly and consistently.
- Kindness: We will show kindness to all those we work with, putting the importance of relationships and the connections we have with one another at the heart of all interactions.

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

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated: -

| | Essential | Desirable | How assessed |
|---|------------------|------------------|---|
| Qualifications / Experience | | | |
| Hold a Level 4 Advice and Guidance or equivalent qualification in a relevant field. | | D | Application Form Qualification Certificates |
| Experience of providing intensive, employment focused mentoring to a caseload of participants who are experiencing poverty and barriers to employment. | E | | Application Form, Interview |
| 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 | E | | Application Form, Interview |
| Experience of assessment and development of action plans and their implementation for participants. | E | | Application Form, Interview |
| Experience of using databases to record and monitor individual cases. | E | | Application Form, Interview |
| Experience of joint working with statutory and voluntary agencies. | E | | Application Form, Interview |
| Experience of inter-agency and cross-sector networking. | E | | Application Form, Interview |
| Knowledge | | | |
| Knowledge of employment support programmes and local economy opportunities. | E | | Application Form, Interview. |
| Knowledge of local external training providers to support access to employment for entry-level/low skilled workforce. | E | | Application Form Interview |
| Thorough and up to date knowledge of employment and benefit issues and an understanding of welfare reform | E | | Application Form Interview |

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| and the implications for participants. | | | |
| Knowledge of related services provided by the statutory and voluntary sector. | E | | Application Form Interview |
| Interpersonal Skills | | | |
| An excellent team player with demonstrable experience and an ability to work collectively to achieve outcomes. | E | | Application Form Interview |
| Excellent communication and people skills with the ability to effectively convey complex information at all levels, verbally and in writing | E | | Application Form Interview |
| Be flexible, imaginative, and creative in problem solving. | E | | Application Form Interview |
| Continually demonstrating the highest levels of integrity, honesty, and professionalism, keeping commitments made to others. Encouraging honesty, trust, and respect in relationships with others. | E | | Application Form Interview |
| An ability to be self-disciplined and work to set priorities and work within competing deadlines. | E | | Application Form Interview |
| A professional approach with an ability to demonstrate excellent customer and stakeholder relationships | E | | Application Form Interview |
| Focussed on delivery with an ability to work independently and also in a team supporting people to develop and deliver shared purpose and common aims. | E | | Application Form Interview |
| IT Skills | | | |
| Conversant with a range of computer packages and an appetite for digital opportunities and improvements. | E | | Application Form Interview |

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|--|---|---|----------------------------|
| Knowledge of using databases or case management systems to maintain records. | E | | Application Form Interview |
| Safeguarding | | | |
| A good knowledge of the All Wales Children Protection processes and other local authority adult safeguarding processes. | E | | Application Form Interview |
| Understanding and respect for the principles of confidentiality. | E | | Application Form Interview |
| Other | | | |
| Willingness to abide by the Council's Equal Opportunities Policy, including undertaking appropriate equality awareness training. | E | | Application Form Interview |
| Current and valid driving license and have access to a car for which the agreed MCC mileage allowance will be paid. | E | | Application Form |
| Willingness to work flexibly across Monmouthshire including out of community venues. | E | | Interview |
| The ability to communicate in Welsh. | | D | Application Form |
| A suitable enhanced DBS check and two suitable references will be required. | E | | Application Form |