

## Job Description

<b>Directorate:</b>	Education Improvement		
<b>Service:</b>	Virtual School		
<b>Location:</b>	County Hall, Preston		
<b>Salary range:</b>	SCP 11 £28,142 – SCP 19 £32,061	<b>Grade:</b>	6
<b>Reports to:</b>	Employment Support Team Manager	<b>Staff responsible for:</b>	0

### Job purpose and scope

The postholders main responsibility will be to support Lancashire's care experienced young people aged 16-18 years old to take steps towards re-engaging with education, employment or training (EET), as part of the duties of the Virtual School. The postholder will be expected to deliver high quality advice sessions to young people on a 1-1 basis with the specified client group. You will get involved in delivering training around employability skills to groups of young people and have knowledge of local labour market information for across Lancashire to support our young people effectively. You will work with a wide range of partners both internal and external and support the current Employment Officers in the team.

### Performance Indicators

- Qualitative evidence of young people taking steps towards EET via case studies
- Quantitatively data of caseload management, events and training delivery and success recording

### The Lancashire Mindset

Here at Lancashire County Council, we are helping to make Lancashire the best place to live, work, visit, and prosper. To help us achieve this, we have introduced the Lancashire Mindset: Growth, Ownership, Optimism, and Positive Impact. Adopting this mindset across the entire organisation not only brings our values to life but also emphasises the collective commitment to delivering the best for the people of Lancashire.

The Lancashire Mindset serves as a guiding force for a culture rooted in growth, ownership, optimism, and the commitment to making a meaningful positive impact.



## Accountabilities/Responsibilities

- To promote, co-ordinate, and deliver opportunities for re-engagement towards education, employment or training on a 1-1 basis with specific focus on Lancashire's care experienced young people on behalf of Lancashire County Council.
- To deliver good quality independent Information, Advice and Guidance (IAG) to all client group across Lancashire using a motivational interviewing approach to support through the cycle of change.
- To develop effective partnership working relationships to assist in delivering joint actions with internal local authority teams such as Children's Services, Inclusion, Family Hubs and externally with Jobcentre Plus and Lancashire Skills & Employment Hub.
- To monitor/mentor and evaluate the progress of caseloaded young people on a individual basis including success outcomes and moving them onto an Employment Officer's caseload.
- To assist colleagues in all aspects of related initiatives involving project management, presentations, quality review and outcome assessment.

## Other

- **Equal Opportunities**  
We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.
- **Health and safety**  
All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.
- **Customer Focused**  
We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.
- **Safeguarding Commitment**  
We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.
- **Skills Pledge**  
We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

## Our Values

**We expect all our employees to demonstrate and promote our values:**

- **Supportive**  
We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.
- **Innovative**  
We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.
- **Respectful**  
We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.
- **Collaborative**  
We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

## Person Specification

All the following requirements are essential unless otherwise indicated by \*

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

### Qualifications

- NVQ level 4 or equivalent
- Level 6 Diploma in Careers Guidance and Development \*

### Experience

- Experience of working within an advice and guidance context.
- Experience of working with a caseload specifically dealing with young people, ideally from a care experienced background.
- Experience assisting with delivering initiatives/projects in relation to post 16 programmes.
- Experience of working with public and private sector partners \*
- Experience assisting with project management, quality assessment and outcome analysis \*

### Essential knowledge, skills & abilities

- Ability to work in partnership including these specific services; internal services, Colleges, Learning Providers, Universities, Youth Justice/Probation, Jobcentre and Lancashire Skills Hub.
- Ability to build rapport with the client group
- Ability to manage a caseload of young people
- Clear and effective communication skills including presentation skills.
- Knowledge of Lancashire's labour market and use suitable resources to explore these.
- Knowledge of relevant policies and national direction for care experienced young people.
- Knowledge of the Lundy Model of child participation.\*

### Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.
- This is an essential car user post\*  
*You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive*