



Application Pack

Youth Employment Advisor

Make a difference in the lives of young people facing barriers to employment. Join our passionate team as a Youth Employment Advisor in Redcar & Cleveland!

Dear Applicant,

Thank you for your interest in working for The Junction. Within the application pack you will find a Job Description, Person Specification, Equal Opportunities Monitoring Form and application form.

We are a vibrant children and young people's charity dedicated to supporting young people aged 5-25 from across the Tees Valley who are facing challenges associated with social, economic and health disadvantages. We believe in the power of individualised support, skills development, and opportunity to help young people overcome barriers and achieve their full potential.

We are launching our new Youth Employment, Education and Skills Service and this is a truly exciting opportunity to help support young people from across Redcar & Cleveland.

When writing your application please ensure you address the person specification and highlight any information in excess of the criteria, please pay particular attention to criteria that will be assessed at the application stage which are marked with an 'A'. If you don't yet meet some of the Essential Criteria please indicate this on your application and we can discuss this with you if you are shortlisted for interview.

Make a lasting impact:

What you'll do as part of the Youth Employment, Education and Skills Service:

- Work with young people aged 16-25 from Redcar & Cleveland to build resilience, increase their confidence, and equip them with the skills they need to succeed in employment, education, or training.
- Provide career guidance and support, helping young people explore their options, develop job search skills, and prepare for interviews.
- Support the delivery of workshops and training sessions on topics such as financial literacy, digital skills, communication, and teamwork.
- Advocate for the needs of young people at the local and regional level.



You'll thrive if you:

- Have a proven track record of supporting diverse young people
- Can inspire and collaborate with passion, dedication, and a knack for creative solutions.
- Have a passion for working with young people and a commitment to supporting them to achieve positive outcomes.

What We Offer:

- Flexible working arrangements with bases across the Tees Valley. Please note this post is predominately based in Redcar & Cleveland.
- Generous holiday entitlement of 6 weeks per year plus bank holidays, with loyalty bonus for additional days.
- Staff Wellbeing Programme including financial support for health-related treatments, 24-hr counselling helpline, and face-to-face sessions.
- Continuous professional development opportunities to enhance your skills and knowledge.
- The rewarding experience of making a real difference in the lives of young people and your community.

If you would like to discuss the post or have any questions, please contact Jamie Noble on 01642 756000 or via e mail at Jamie.noble1@thejunctionfoundation.com or alternatively contact Debbie Harbinson on 01642 756000 or via email at Deborah.harbinson@thejunctionfoundation.com.

Once you have completed your application please return to: recruitment@thejunctionfoundation.com Or alternatively post to The Junction, The Green, Westfield Farm, Dormanstown, Redcar TS10 5NA, please ensure your envelope is marked PRIVATE AND ONFIDENTIAL.

Closing date for applications: Wednesday 31st January at 12 noon.

Interviews week commencing: 12th February 2024

Desired start date: 1st April 2024 or sooner.

Good luck with your application!

Yours sincerely,
Jamie Noble
Deputy Chief Executive Officer



Job Description

Job Title: Youth Employment Advisor

Salary: £27,868 full-time equivalent, pro-rate for part time position

Hours: 37.5 Hours per week or 20 Hours per week.
(One full time post and one part-time post available).

Contract Type: Fixed Term until 31st March 2027

Responsible to: Youth Employment, Education and Skills Coordinator

Accountable to: Deputy Chief Executive Officer

JOB PURPOSE:

To increase resilience, ensure equity of opportunity and reduce the number of unemployment young people who are not in employment, education or training and facing multiple or complex barriers to progressing in to employment

SUPPORT:

Support will be provided by the Project Coordinator who will carry out regular supervisions.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Engagement with unemployed young people in the community to enable the provision of holistic, bespoke, young person centred one to one support both directly and collaboratively with other services.
- Personally, and as a teamwork to empower young people, identifying and working towards appropriate outcomes, developing individual action plans and measuring progress against agreed targets, ensuring case records are completed and maintained as per project requirements.
- Work with the team to achieve positive outcomes for young people and commit to the requirements of the service evaluation.



- Use appropriate systems to record outputs, outcomes, individual needs and records efficiently and in accordance with guidelines.
- Establish and maintain positive relationships with young people and their families.
- Demonstrate an active commitment to making a positive difference to the lives of children, young people and their families.

Working in the community

- Work within the community to develop positive relationships with external agencies and the wider community in order to promote referrals into the service.
- Raise awareness of the needs of young people and their families with stakeholders and the wider community.
- Work as directed to support the raise of awareness of The Junction's Youth Employment, Education and Skills Service as well as The Junction's other services.
- Develop, build and maintain relationships with employers to connect young people to the world of work.

Working in Teams

- To support the development of the service in line with The Junction strategic plans by taking an active part in team meetings and learning opportunities, as well as working collaboratively with all colleagues and partner agencies.
- To contribute to The Junctions wider programme of activities in order to make a positive difference to the lives of children, young people and families.
- Undertake other duties and responsibilities as required from time to time commensurate with the post.

Working within The Junction's policy environment



- Work as part of The Junction’s team(s) to provide a flexible and effective service for vulnerable young people and their families to achieve positive outcomes in line with organisational and project objectives.
- Adherence to The Junction’s Policies at all times.
- Support the development of the service in line with The Junction’s strategic plans.
- Work collaboratively with all colleagues and partner agencies including attending external meetings, including safeguarding, child protection and others as required.

Personal Development

- Be committed to your own personal development partaking in personal development opportunities and undertaking training, supervision and appraisal as required.
- Don’t be afraid of making mistakes, be open to learning and sharing what has worked well and what hasn’t worked well.

Person Specification	Essential	Desirable	Proposed Selection Method
Qualifications and Training			
Relevant professional qualification relevant to working with client group to the equivalent of level 3/4 (Ofqual) or above e.g. IAG/Mental Health/Youth Work	X		A
Demonstrable experience of Safeguarding training (or a commitment to undertake as soon as reasonably possible)	X		A
Experience			
Recent significant experience of engaging with and working to support vulnerable young people – person centred approach	X		A & I
Recent experience in relevant profession e.g. Advice and Guidance, Mental Health, Youth Work, Homelessness, Employability	X		A & I
Experience of working in teams	X		A
Experience of working to achieve and evidence positive outcomes for young people	X		I



Recent experience of partnership working with a range of agencies to support vulnerable young people	X		A
Experience of contributing to organisational development		X	A
Experience of working in community-based settings		X	I
Experience delivering Functional Skills or other training/qualifications		X	A
Proven track record of supporting young people	X		A & I
Knowledge, Skills and Abilities			
Knowledge of issues and barriers that young people and their families face	X		I
Ability to engage with and motivate young people to meet agreed goals and outcomes	X		I
Patience and tact to deal with a range of issues that may occur with individuals	X		I
Effective verbal and written communications (including IT)	X		A (assessed by reading application, no need to answer separately)
Good organisational skills and the ability to prioritise workloads to meet the needs of young people	X		A & I
Ability and willingness to undertake further training and development	X		I
Ability to work with employers and partner organisations from the public, private and voluntary sectors	X		A
Able to work as part of a team	X		I
Understanding of the risk involved in working with vulnerable young people and their families	X		I
Understanding of the need to have appropriate professional boundaries	X		A
Work related circumstance			
Willingness to work flexible hours including some evening and weekend activities	X		A & I
Prepared to work in a non-smoking environment	X		I
Commitment to The Junction's core values	X		I
Vehicle license and access to a vehicle or prepared to achieve within an agreed period	X		A
Equal opportunities and Diversity			



Commitment to pursue Equal Opportunity and Non-Discriminatory practices	X		A & I
---	---	--	-------