



St Basils

Employability Manager

Applicant Information Pack

Closing Date: Friday 20th December 2019

Interview Date: TBC



St Basils
Psychologically
Informed
Environments





Our Mission

St Basils *works* with young people to:

- Enable them to find and keep a home
- Develop their confidence, skills and opportunities
- Prevent youth homelessness

Our Vision

Our vision for all young people is that:

- Homelessness is not part of their experience of growing up
- There are integrated education, employment and housing pathways
- They are able to access the support and development opportunities they need to secure their futures and realise their potential

Our vision for St Basils is that:

- By 2022 we will be the leading provider of accommodation, support and psychologically informed services for young people across the West Midlands.
- Our service developments will include:
 - Increasing our bed spaces outside Birmingham and growing our services in new areas
 - a nationally renowned centre of excellence for young people with complex needs
 - extending our service offer to Care Leavers
 - additional Live and Work schemes for young people engaged in education, training and work
- We will be the national lead for:
 - Psychologically informed consultancy, training and reflective practice services
 - Youth Voice engagement and support

ABOUT US

St Basils works with young people aged 16–25 who are homeless or at risk of homelessness, helping over 5000 young people per year across the West Midlands region with specific services in Birmingham, Sandwell, Solihull, Walsall, Warwickshire, Worcestershire, the Wyre Forest and Coventry.

Every year over 1200 young people are housed in our 33 supported accommodation schemes, which for some young people includes their young children as well. We have a range of prevention, accommodation and support services to help young people regain the stability they need to rebuild their lives, gain skills, training and employment and move on. The aim is to help them successfully break the 'cycle of homelessness' so that they can go on to experience a bright, fulfilling future and never return to a state where they are at risk of homelessness again.

St Basils also works with young people and partners on a national basis (funded separately). We facilitate the National Youth Reference Group and the Youth Homeless Parliament, we are part of the national End Youth Homelessness Alliance and we are working to roll out our 'Positive Pathway' model nationwide.

HERE ARE THE LATEST STATS ON OUR SERVICES:

During April 2017 - March 2018:

4570

young people were provided with advice and support services

89%

prevented from being homeless

1577

were housed by St Basils. 91% moved on in planned positive way

187

young people and their families were supported by our family mediation service which aims to prevent youth homelessness; 82% of those young people were able to return to or remain in the family home as a result

99%

of young people surveyed said they were satisfied with St Basils' Landlord Services

98%

surveyed said they were satisfied with our support services

"You often hear the phrase that Birmingham is Britain's second city but in my view we should be proud of the fact you are Britain's first city when it comes to care for vulnerable homeless young people". "No-one else is doing it as well as St Basils." – HRH The Duke of Cambridge

On behalf of St Basils, may I take this opportunity to thank you for your interest in working with us.

You are looking to join us at a very exciting time in our development - St Basils has grown and developed services in response to ever changing needs and a better understanding of what works. This is a continuing dynamic process and we are the largest organisation of our kind. Our focus is on young people and our first principle is 'young people first', closely followed by 'everybody counts'. Each of us is expected to live up to those and our five other key principles and to make our contribution in delivering and improving our services.



Here at St Basils, we are a multi-talented, diverse team. We are proud of our diversity and are keen to nurture our broad range of skills and talents within a framework of principles, which will inform our judgments. We have expectations and hopes that if you are successful, you will give of your best and commit to continuous improvement for yourself and the agency. In return, we will do our best to provide a fair and developmental working environment.

We want to ensure that if you are successful, you settle into St Basils and your new role as quickly as possible - you will have a specific and important part to play in ensuring that the agency achieves its business goals. You will be joining an organisation with a real opportunity to make a difference to the lives of our young people!

I hope that you find this information pack informative and helpful throughout the application process.

Yours Sincerely,

Mrs Jean Templeton
Chief Executive - St Basils

ABOUT THE ROLE -*Employability Manager*

Young people tell us that the Employability Team genuinely care about them and their futures, go the extra mile, be reliable, friendly and able to relate to them and their problems.

Many of our young people have not had the best start in life and face significant challenges in securing a positive future – they need support to make progress and achieve their aspirations especially around employability.

Using a social pedagogy approach (head, heart and hands), you will work holistically with your young people, having regular contact with them and keeping a close eye on their progress.

At St Basils, the Employability Manager is responsible for leading the employability function, building key partnerships with internal and external communities to realise training, learning and employment opportunities for young people at St Basils. We are seeking a strategically focussed manager with experience of leading people and a passion for continual service improvement. The ideal candidate will have a keen eye for processes and will ensure that the design, development and implementation of our learning programmes are both innovative and relevant.

JOB DESCRIPTION AND PERSON SPECIFICATION – *Employability Manager*

JOB TITLE	Employability Manager
REPORTS TO	Head of Youth Services
HOURS	37.5 Hours Per Week (Full Time)
SALARY	PO3 Points 38-41 £31,975 - £34,789 per annum, pro rata
BASED FROM	Birmingham with coverage across Walsall, Solihull, Coventry, Warwickshire and North Worcestershire.

PURPOSE OF THE ROLE

As Youth Employability Manager, you are accountable for strategically ensuring that our training and learning programmes for young people are a mark of excellence at St Basils in terms of both the delivery, underlying processes, as well as the trainers who deliver them.

This role requires an experienced, dedicated and passionate leader, who constantly strives to keep their teaching, learning and employability knowledge up to date. They will be able to provide constructive and positive feedback to others, and use these attributes to grow and develop a team of exceptional Trainers. You will have a keen eye for processes and ensure that the design, development and implementation of our learning programmes are both innovative and relevant.

PRIMARY RESPONSIBILITIES

MAIN DUTIES

- To provide strategic direction for the Organisations response to support the learning and skills development of our young people to enable them to positively respond to opportunities in the labour market.
- To lead on identifying and maximising fundraising opportunities to support the delivery of the service with existing and potential funders to enable strategic growth.
- To co-ordinate the establishment of links with training providers, training related organisations, colleges, employers etc in order to improve access to training opportunities for young people within St Basils
- To build and implement an employability programme to ensure that St Basils young people have access to an engaging and innovative training programme that supports their transition to independence and entering the world of work in line with contractual targets and financial budgets.
- To prepare all necessary resources to support the facilitation of the programme by Employability coaches to ensure the team adhere to contract and quality standards, awarding bodies and regulatory inspectorate requirements.
- To develop a consistent and exceptional teaching and assessment practice across all service areas and evaluate staff delivery via observations and audits of client database and learner portfolios to enable all Young people to achieve learning goals.
- To define and implement success and quality measures for all roles within the department and set benchmark standards such as Matrix and Ofsted, with the view to create and present regular KPI reports and qualitative case studies for funders and senior leadership.
- To effectively line manage a staff team and performance manage individuals against contractual and organisational targets
- To establish methods to gain feedback from YP and involve them in contributing to the development of innovative approaches that can be embedded within the team.
- Lead in the development and implementation of continuous improvement strategies for the department including self-assessments, quality improvement plans to ensure that department is audit ready at all times
- To ensure that delivery of equality and diversity, safeguarding, Maths and English IAG assessment are of a consistent and high standard.

	<ul style="list-style-type: none"> • Maintain a current and comprehensive understanding of government funded work based learning sector. • To oversee strategic planning, evaluation and development of the wider Life Skills accredited programme across St Basils to ensure that the programme meets young peoples' needs and abilities. • To attend all relevant forums, network meetings relating to the provision of training and employment opportunities for young people. • To establish and maintain a network of relevant employment and training contacts. • To ensure that appropriate support and incentives are given to young people to encourage them to undertake the St Basils "Life Skills" programme and to achieve the qualification. • Contribute to the preparation of financial budgets for all services, maintain and control expenditure within those budgets for LSW service in accordance with financial procedures and in conjunction with appropriate officers • Prepare reports for the Director of Operations, Directorate and Committee as required • Co-operate with St Basils Fundraising team in fundraising and marketing initiatives that support the LSW department. • Work closely with colleagues, in particular the Service Managers (Support) to ensure that an integrated service is provided for young people which optimises positive outcomes for them • To co-ordinate support for the delivery of the MST programme and Trip to Coniston • To work flexibly including evenings and weekends as and when required across all St Basils housing and floating support services.
GENERAL	<ul style="list-style-type: none"> • St Basils is a Psychologically Informed Environment (PIE). PIE is an approach to supporting people out of homelessness, particularly those that have experienced complex trauma. St Basils provides a programme of PIE training and reflective practice to help staff understand the behaviours of the young people that we work with and help staff to work more creatively and constructively with challenging behaviours. You should actively engage with St Basils PIE programme and all events and activities that you are required to attend. You should actively engage with St Basils PIE programme and lead on the development, monitoring and review of St Basils implementation plan. You should champion St Basils PIE programme and encourage others to become champions too. • It is expected that the post holder will not pursue any other paid employment which would interfere with the proper discharge of their duties.
ESSENTIAL RECORD KEEPING	<ul style="list-style-type: none"> • Maintain accurate records of progress towards the achievement of agreed goals for service
HEALTH & SAFETY	<ul style="list-style-type: none"> • Follow & promote all policies and procedures at all times • Ensure that Health & Safety regulations are met and that Fire regulations, risk assessment and behavior management procedures are adhered to at all times
ACTIVELEY CONTRIBUTE TO THE TEAM	<ul style="list-style-type: none"> • Liaise and communicate with other employees and external professionals appropriately to ensure a coordinated approach to programme planning is in place. • Host team meetings • Advise the senior leadership team of any concerns, changes or supplementary services needed • Be supportive and respectful to peers, team members and leaders
CONFIDENTIALITY	<ul style="list-style-type: none"> • Confidentiality is of the utmost importance and must be maintained at all times

PERSON SPECIFICATION –*Employability Manager*

Qualifications	Essential	Desirable
Degree or equivalent in a relevant discipline	✓	
Maths & English GCSE Grade C or Above	✓	
Certificate in Education or Equivalent	✓	
A1/ A2 and V1 (or willing to work towards)	✓	
Subject Specialism e.g vocational/literacy/numeracy/Esol/Employability at an appropriate level.	✓	
Information, Advice And Guidance Level 3		✓
Level 5 Management Qualification		✓
Role Experience	Essential	Desirable
Previous experience managing in the Learning and skills sector	✓	
Delivering 1-1 and group sessions to complex cohorts	✓	
Behavioural management techniques	✓	
Supervising and performance managing staff team	✓	
Designing Employability curriculum (lesson plans and co-ordination of resources) for staff team against set learning outcomes	✓	
Relevant experience of forging partnership working with other agencies in the provision of training, education or employment opportunities	✓	
Previous experience managing in the Learning and skills sector	✓	
Experience working with young people with barriers to education, employment and training		✓
Experience working within the housing sector		✓
Experience working on outcome based employability programmes		✓
Knowledge	Essential	Desirable
Knowledge of OFSTED Standards and common inspection framework	✓	
Knowledge of Matrix Standards	✓	
Up to date knowledge of the opportunities for training, education or employment that exist for young people.	✓	
Current knowledge of trends within the Employment, Education and Training sector	✓	
Skills	Essential	Desirable
Ability to analyse and manipulate data via excel	✓	
Able to identify opportunities for effective networking and build effective networks	✓	
Able to influence and negotiate effectively	✓	
Able to maintain accurate records, both written and electronic.	✓	
Able to communicate effectively with a diverse group using appropriate media.	✓	
Able to use Microsoft Office Suite to send and receive emails, read and input information onto spreadsheets, word process, etc.	✓	
Able to plan and organise own work and assist the team in planning and organising.	✓	
Able to prioritise own work, and respond to changing or conflicting deadlines.	✓	
Able to represent St Basils effectively and professionally in a variety of Forums	✓	
Ability to effectively Lead performance manage a diverse team	✓	
Ability to follow through decisions and monitor	✓	
Motivation	Essential	Desirable
Willingness to learn and develop new skills, open to new ideas and change.	✓	
To have a positive and can do attitude	✓	

Commitment to task and to the ideas of the organisation	✓	
Self-Reliance	✓	
Stress tolerance	✓	
CONDITIONS OF EMPLOYMENT		
Wherever you are initially based, it must be recognised that the company reserves the right, giving reasonable notice, to re-locate the post holder, dependent on the requirements of the organisation, at any time. All employees MUST abide by the Terms and Conditions as per their contract and Equal Opportunities & Diversity Policy document.		
HOURS OF WORK / LUNCH BREAK:	37.5hrs per week, which excludes half hour for lunch. Where evening/ weekend work is required this will be compensated with time off in Lieu in negotiation with Line Manager.	
HOLIDAYS:	28 days per annum, plus 8 Statutory Bank holidays per annum, pro rata	

St Basils is dedicated to safeguarding all of our young people, and expects all staff and volunteers to share this dedication. Applicants must be able to undertake a DBS check and provide a satisfactory certificate if offered a role.