



St Basils

Employability Coach

Applicant Information Pack

Closing Date: Tuesday 17th March 2020

Interview Date: Monday 30th March 2020



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 Coach*

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

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.

Our programme facilitators will deliver a range of group work programmes aimed at supporting NEET young people aged 16-25 years old who have experienced homelessness and are resident at St Basils. They will work innovatively to engage young people in our tailored Employability programme and support them to achieve positive education, employment and training outcomes. There will be some 1-1 work to deliver advice and guidance around their tailored career action plan. Using a social pedagogy approach (head, heart and hands), you will work holistically with your young people, having regular contact with them to help them gain employability prospects.

JOB DESCRIPTION AND PERSON SPECIFICATION - *Employability Coach*

JOB TITLE	Employability Coach
REPORTS TO	Employability Manager
HOURS	37.5 Hours Per Week
SALARY	Scale 6, Point 26 – 28, £22,376 - £23,873, per annum.
BASED FROM	Birmingham with travel across St Basils sites

PURPOSE OF THE ROLE

To deliver a range of group work programmes aimed at supporting NEET young people aged 16-25 years old who have experienced homelessness and are resident at St Basils. They will work innovatively to engage young people in our tailored Employability programme and support them to achieve positive education, employment and training outcomes. There will be some 1-1 work to deliver advice and guidance around their tailored career action plan.

The successful candidate will need to work flexibly across various projects including evening and weekend work where needed. You will enjoy working towards targets and have experience working with a range of stakeholders.

PRIMARY RESPONSIBILITIES

MAIN DUTIES

- Ensure timely communication of course dates to specified projects in order to assist them with the recruitment of young people.
- Plan and deliver designated accredited group activities focused on employability skills and support young people to attain accreditation as an embedded part of the programme.
- Effectively build positive relationships with young people on a group and on a 1-1 basis.
- Utilise coaching and mentoring skills to constructively challenge attitudes and behaviors of young people.
- Utilise lesson planning and learning schedules to achieve the skills delivery outcomes relating to the contractual requirements of the service.
- Use creative ways to engage learners and inspire them to identify learning and job goals that are relevant to the local labour market
- Utilise various mediums such as sports, arts, digital technology and facilitate the learning of employability and constructive citizenship skills
- To Ensure that your delivery complies with internal standards and processes outlined in the toolkit and meets St Basils minimum contractual obligations
- Provide post programme reports on young people progress and achievements as a result of attending the course
- Conduct 1-1 and group inductions to support young people identified by project staff to access the programme
- Carry out initial assessments to evaluate learners' attainment
- Work within specified KPI to ensure learners can access employment, education and training opportunities to enable them to successfully move on from the programme into positive destinations.
- Contribute to the review of St Basils Learning programmes for young people
- Facilitate 1-1 sessions throughout programme to support delivery of high quality information, advice and guidance and pastoral support in accordance with Matrix standards
- Be a key player in communicating and fostering positive relationships with allocated project staff to ensure a holistic approach when delivering the programme
- To co-deliver My Strengths Training™

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. • It is expected that the post holder will not pursue any other paid employment which would interfere with the proper discharge of their duties. • To share the duties of other members of the team who may be absent • To undertake any duties deemed necessary by the line manager • 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. • 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. • Follow & promote all policies and procedures at all times
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 • Attend and contribute to 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 Coach*

Qualifications		Essential	Desirable
Maths & English GCSE Grade C or Above		✓	
The Level 3 Award in Education and Training or other relevant teaching qualifications		✓	
Role Experience		Essential	Desirable
Experience of working with young people in any of the following settings: employability, education and training, welfare to work, youth work, probation/ criminal justice community/outreach or support work		✓	
Experience delivering/teaching group employability programmes		✓	
Ability to deliver a range of different activities		✓	
Proven experience of working with hard to reach learners		✓	
Experience of delivering advice and guidance, together with employment, education and training knowledge to young people		✓	
Experience of developing and working in partnership with internal departments and external agencies, leading to positive outcomes for service users		✓	
Experience of utilising ICT packages including word, email internet explorer, digital media and equipment such as projectors, digital cameras		✓	
Experience of delivering basic skills assessments Numeracy, Literacy and ICT			✓
Knowledge and Skills		Essential	Desirable
Strong understanding of the challenges young people face to education, employment and training		✓	
Broad knowledge of welfare system		✓	
Have an understanding of the issues and needs of St Basils' young people and the ability to engage them in a range of activities		✓	
A sound knowledge of partner agencies that support young people in the local area		✓	
Ability to build rapport and trusting relationships with young people		✓	
Ability to demonstrate knowledge and commitment to good practice in Equality & Diversity		✓	
Ability to support and motivate disengaged young people into education, employment or training		✓	
Ability to keep accurate records & write reports		✓	
Ability to manage conflicting priorities		✓	
Good working knowledge of IT skills (i.e. Microsoft packages) and general computer literacy		✓	
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 Agency, at any time. All employees MUST abide by the Terms and Conditions as per St Basils Policies and Procedures.			
HOURS OF WORK / LUNCH BREAK:	37.5 hours per week. If 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.