



JOB DESCRIPTION

Job title	Inspire2 Achieve (I2A) Officer		
Department	Community Wellbeing/Youth Service		
Location	Agile Working/Pen-y-dre Community Education Centre		
JE ID	Unknown	Date Last Evaluated	4 th December 2015
Job Purpose	<p style="text-align: center;">Inspire2 Achieve is a regional project working across 5 local authorities and funded through the European Social Funded (ESF).</p> <p>The I2A Officer will form part of Inspire2 operations alongside the Inspire2 Work (I2W) Officer and delivery team based in Merthyr Tydfil. The post holder will have the responsibility for coordinating and developing 'Lead Working' engagement and managing the delivery of bespoke training programmes and services targeting young people aged 11 – 16 who are identified as most at risk of not engaging in education, employment or training (NEET) using the Local Authorities Early Identification Toolkit, the Careers Wales 5 tier model and a Vulnerability profiling tool.</p> <p>Short Term Objectives To devise and implement appropriate strategies that respond to the personal, social and educational needs of identified young people who are at risk of disengaging from mainstream education and have social, emotional and behavioral difficulties in line with the Youth Engagement & Progression Framework.</p> <p>Long Term Objectives To manage the delivery and evaluation of services and ensure that they are compliant with agreed quality systems and processes in place within the Inspire 2 Achieve Operation and with required funding bodies, ensuring continuous improvement.</p>		
Main Tasks performed	<ul style="list-style-type: none"> • Understand the key principles of Inspire2 Achieve and to have a knowledge and understanding of the Youth Engagement and Progression Framework from Welsh Government • To establish strong working links with Schools, Learning Coaches, Family Liaison Officers, EOTAS & Special Tuition, Communities First and LAC to increase chance of engaging and developing positive relationships with young people identified as at risk of NEET • To effectively lead, manage and supervise a team of Lead Workers and Generic Tutors in order to provide consistent support to enable bespoke educational programmes on a group or one to one basis to young people aged 11 – 19 and identified as most at risk of becoming NEET, participating in the recruitment processes as appropriate 		

- To support staff to develop, plan, implement and evaluate Lead Working and an agreed programme of non-formal learning programmes in a variety of settings to individuals or groups of young people with a view to improving their attendance, attainment, behavior and well-being and where possible provide opportunity to accredit their achievements
- Manage the team to effectively engage and support post 16 young people identified as Tier 4 (at risk of dropping out of provision) using the Careers Wales 5 tier model to enable them to maintain their engagement in further learning/training or to refer young people onto more appropriate settings whilst working closely with the Inspire2 Work Officer
- Have a broad knowledge of a variety of accreditations and qualifications including Youth Cymru Youth Challenge and Youth Achievement Award, ASDAN CoPE, Agored Cymru and Btec's
- To support young people who have complex issues apply a team around the family approach to the lead working role, establishing links to key agencies, families and services. To maintain engagement and to address any inhibiting factors that is detrimental to their personal development
- To attend panel meetings ensuring cross referencing of cases and providing updates through agreed mechanisms and contribute to the wider support agenda
- To manage the risk of vulnerable young people ensuring the coordination of information and intervention with statutory services during panel meetings
- Work in partnership with Careers Wales and LAC in order to provide a joint up approach in supporting targeted young people
- To attend the Pre and Post 16 NEET Practitioner/Operational Monitoring Meetings and support the Engagement & Progression Coordinator to ensure the positive progression of at risk young people providing updates
- Ensure safe working practices, adhering to MTCBC Health and Safety and Safe Guarding Policy, procedures and practices to include providing reports and attending Child Protection Conferences as appropriate
- To work with Schools, the Inspire Team and Inspire Project Manager to identify appropriate service interventions that enhances the wellbeing, personal and social development of participants
- To ensure effective support arrangements, annual performance appraisals identify staff training and personal developmental needs and liaise with the Inspire Manager to request relevant training
- To use and support staff in using recognised tools to plan effectively to measure impact of interventions on young people's social and personal development and progression
- To agree and comply with reporting arrangements, methods of data capture and recording outputs and outcomes for the I2A Operation to ensure development and progress with the Inspire Project Manager
- To support staff in the maintenance of systems and processes that evidence project outcomes in line with ESF requirements and for audit purposes

	<ul style="list-style-type: none"> • To contribute to the development of an “off the shelf” library of unit qualifications and accreditations selected to support the individual needs of participants personal and social development • To contribute to the wider development of the Inspire 2 Achieve operation by attending meetings, contributing ideas for continuous improvement/provision and producing reports as required • To work with the Inspire Project manager and inspire2 Work Officer on participant progress, effectiveness of the programme and during inspections and other audits to ensure that training services and outcome evidence complies with standards and ESF requirement and are in place • To identify areas for own continuous professional development • The post holder maybe required to occasionally work outside of normal working hours • Any other duties deemed reasonable as instructed by the Inspire Project Manager
<p>Resources <i>Items that are personally accountable to the post-holder. i.e. cash / cheques, plant/equipment, stock/materials buildings</i></p>	ICT equipment including, Laptop and head set. Any office furniture required for Agile Working.
RESPONSIBILITY	
For People	Direct line management responsibility for a team of 8 staff
For Finance	No direct budget management responsibility
Communications	Internal and External communication with staff, Secondary Schools, Alternative Education settings, Inclusion Services, Education Progression Coordinator (EPC), The College Merthyr Tydfil, Careers Wales, Regional Management Team and Regional Beneficiaries
Decision Making	Those associated with direct line management of a team who support vulnerable young people and in relation to Project Management
PERSONAL DEMANDS <i>Include here any unavoidable exposure to risk of mental / physical injury</i>	
Mental	Demands associated with supporting a team of staff who engage vulnerable young people and the prioritising of multiple tasks and challenges at any one time as is the nature of project management.
Physical	N/A

PERSON SPECIFICATION

	Essential	Desirable
Formal qualifications	<ul style="list-style-type: none"> • Educated to Diploma in Youth & Community Work level 5 or equivalent • The post holder should hold a certificate in education (PGCE) • A word processing qualification or knowledge and experience of the use of Microsoft word 	
Technical skills required	<ul style="list-style-type: none"> • Strong oral and written communication skills and ability to engage with people from a variety of backgrounds • Must be computer literate • Demonstrate good reporting skills and contribute to the achievement of project goals and objectives 	Welsh language oral and written communication skills desirable
Amount of experience required	<ul style="list-style-type: none"> • Minimum of five years' experience of working and delivering personal & social education with young people • Experience and knowledge of Qualifications & Awarding bodies quality processes • Proven experience at an operational level and of managing a youth provision 	<ul style="list-style-type: none"> • Experience of working with young people with complex needs specifically SEN
Personality attributes required	<ul style="list-style-type: none"> • Must be diplomatic, have an outgoing personality with a caring and professional manner • Ability to influence, negotiate and make sound decisions • Ability to think in a strategic, creative and innovative way • Supportive and cooperative towards colleagues with an ability to provide good leadership, empowering and developing staff • Proven planning/organisational skills and able to meet deadlines • Able to effectively deal with challenging situations and individuals • Able to work unsupervised and on post holders own initiative • Must have the ability to function in a demanding and changing environment 	

	<ul style="list-style-type: none"> • Possess an understanding of the key issues impacting on young people's lives today • To work closely with other team members and network effectively with other agencies • An understanding of Health & Safety, Child Protection and Data protection issues and an ability to maintain strict confidentiality • To complete necessary administrative processes and procedures efficiently and effectively 	
Special requirements (i.e. car driver)		Possession of a full clean driving license
Manager's signature	<i>J.Spooner</i>	
Head of Department signature		
Date	20.09.2021	

RECRUITMENT PACKAGE TO BE OFFERED

Job Title:	Inspire2 Achieve (I2A) Officer
Department:	Community Wellbeing/Youth Service
Annual gross basic salary:	£27,741 - £29,577
Further Information	For an informal discussion about this role please contact Jaime Spooner Tel No: 07812 688341
Hours of work:	37
Location:	Agile working/Pen-y-dre Community Education Centre
Special conditions:	None

Please note that it is an essential requirement for all external new starters after 1st April 2021 to be qualified in Welsh Language Level 1 (minimum) and be able to provide evidence to support this. Candidates who fail to do so will not be able to take up their position with the Authority.

