

Job Description

Position: Progressions Support Worker – Parents
Area: Space Training Academy
Responsible to: Learning & Development Manager

Purpose of the Job

To work with our parents in a person-centred, strengths based way, to help them progress into, or closer towards, paid employment.

Key Duties

- Provide a series of 1:1 meetings with parents to provide support that helps them move into new opportunities, in line with funder requirements
- Work with parents to create their personalised action plans, outlining their goals and timescales. Monitor action plan progress to ensure targets are behind adhered to.
- Stay abreast of organisations and employers in the local area to identify potential jobs, work placements, volunteering and training opportunities that are suitable for parents in the project
- Maintain accurate records for all parents within the project using designated databases, tracking engagement, progress, attendance and feedback
- Provide group support when required
- Provide accurate information to support funder reporting

Team work & Behaviours:

- Effectively communicate, engage and inspire staff across the projects, and foster collaboration and team work throughout the organisation
- Work to Space and sector legislative, ethical, policy and procedural requirements
- Understand the requirement for confidentiality in our work
- Care for the work environment to promote effective and harmonious working
- Nurture a culture of kindness; upholding the integrity of Space and living our values – welcoming, fun, creative, bold and trustworthy.
- Continuously monitor your area of responsibility and identify areas for improvement and organisational learning.
- Undertake relevant Continuing Professional Development and training

Line Management:

- Report to the Learning & Development Manager with weekly check-ins
- Attend Parent Project meetings, as required

PERSON SPECIFICATION

ESSENTIAL
A minimum of 3 years' experience in delivering training and support for outcome focused training and/or employability programmes
Knowledge of designing, delivering and evaluating training programmes
A minimum of 3 years' experience of working with & supporting vulnerable people with multiple barriers to employment
Ability to work effectively on own initiative and as a member of a team
Confidence in the use of Microsoft packages – Word, Excel, Outlook, Powerpoint, Teams
Ability to administrate and coordinate projects
Ability to record, monitor and evaluate training, challenging supportively the performance & attendance of trainees where necessary
Be proactive and demonstrate perseverance to achieve outcomes
Excellent English communications skills – listening, writing and speaking
Have a can do attitude, be adaptable and ready to take on new challenges
Have excellent interpersonal skills and confidence to naturally form relationships with a range of people of all ages and walks of life
Be prepared to live our values and nurture a culture of compassion and kindness
DESIRABLE
A professional qualification or degree in training or education
Past experience of working to funder targets and deadlines
An understanding of community education ethos (CLD standards)
Knowledge of child and vulnerable adult protection