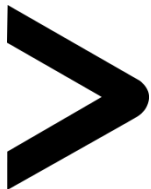


GROUNDWORK

CHANGING PLACES
CHANGING LIVES



Employment Coach & Tutor – Green Economy

Job Description & Person Specification

SALARY
£25,000
DURATION OF THE POST
Permanent
BUSINESS UNIT
Employment & Enterprise
LOCATION
Ashton under Lyne
ACCOUNTABLE TO
Youth Employment Manager
RESPONSIBLE FOR
Volunteers or Work Placements

OVERVIEW OF THE POST

Groundwork Greater Manchester is an environmental and social regeneration charity, and member of the national Federation of Groundwork Trusts, working through partnerships to deliver a greener more resilient city region with stronger, healthier communities, responsible businesses and enhanced prospects for all local people. We deliver programmes which:

- protect and improve landscapes and urban green space
- facilitate the power of local communities to respond to the climate and nature emergency
- build the skills and resilience of young people to be able to realise their potential
- create jobs and training, particularly within the green economy, to support unemployed adults secure employment and develop new skills – with a focus on people with criminal convictions, young adults, care leavers and armed forces veterans

The post holder will lead the development and delivery of training sessions focused on carbon literacy and topics linked to the environment, sustainability, working in the natural environment sector and wider green economy. The post holder will also support a caseload of unemployed adults, primarily 18-25 year olds, to develop job related skills and secure and sustain employment.

MAIN PURPOSES AND DUTIES OF THE POST

- To develop and deliver Carbon Literacy courses, accredited by The Carbon Literacy Trust, for different groups of learners including unemployed young people aged 16-25.
- To develop and deliver short training courses, workshop and information sessions focused on environmental sustainability and working in the natural environment sector and wider green economy.
- To actively recruit programme participants through different local referral networks
- To provide personalised 121 coaching and IAG support for a caseload of unemployed young people to enable them to deliver new skills and confidence and progress into sustained employment
- To build partnerships with employers, particularly those operating within the green economy, to identify a sustained pipeline of job opportunities and build a picture of employer needs

1. Develop, plan and deliver Carbon Literacy Trust accredited Carbon Literacy Courses for different groups of learners using a mixture of face to face and remote learning activities.
2. Working with Groundwork colleagues, project partners and funders develop a flexible programme of training activities, workshop sessions and information updates relating to environmental sustainability and working within the natural environment sector and wider green economy.
3. Plan and deliver formal and informal training sessions to develop the skills, confidence and self-esteem of young people to assist them in securing employment
4. Working with local referral partners recruit participants for different employment and skills interventions and complete relevant enrolment and initial assessment procedures to support production of individual learning plans
5. Provide 121 coaching, mentoring, advice and guidance to support for each person on your caseload to enable them to achieve their programme of learning and successful transition into work

6. Complete all necessary monitoring, assessment, action planning and review processes required by awarding bodies and project funders
7. Build and effectively manage relationships with a range of potential employers in the natural environment and green economy sector including understanding their recruitment and selection requirements
8. Prepare job ready customers for interview using mock interviews, pre-screening & group sessions, monitor quality of CV's and application form completion and provide feedback
9. Be a source of expert advice regarding employer and vacancy expectations within the natural environment and green economy sectors
10. Build and maintain an appropriate knowledge of the skills needs of employers, and contribute to monitoring any changes within the labour market
11. Working with the Groundwork Marketing & Sales Manager, produce regular content relating to the green economy to be used to on the website, social media and for other publicity.
12. Undertake any other duties that may reasonably be requested by the Youth Employment Manager or Head of Employment & Enterprise.

PERSON SPECIFICATION

Essential experience:

- Proven experience of delivering high quality accredited and non-accredited training to different groups of learners including young adults
- Experience of planning and developing innovative and flexible programmes of learning
- Experience of delivering environmental education, sustainability or training relevant to jobs in the green economy
- Experience of providing IAG, coaching or mentoring

Desirable experience:

- Experience of developing online training resources or activities
- Experience of training or mentoring disadvantaged adults or young people
- Experience of working within the environmental or related sector
- Experience of working with a range of employers to satisfy their recruitment needs

Essential knowledge, skills and qualifications:

- Minimum Level 3 Award in Teaching and Learning / PTTLs or equivalent
- Relevant environmental or sustainability qualification
- A skilled communicator and inspirational trainer with the ability to motivate and engage learners
- Good knowledge of current sustainability issues, climate mitigation measures and adaptations and how relates to different employment sectors
- Strong project management and organisational skills
- Sound knowledge of the local labour market and the skills needed to apply for vacancies
- Computer literate with practical experience of using MS Office and willingness to learn and use other software packages;

Desirable knowledge, skills and qualifications:

- IAG / Employment Related Services L3 or equivalent
- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally Related Achievement
- Level 3 Certificate in Assessing Vocational Achievement (or equivalents)

- Carbon Literacy trained
- Experienced in delivering training remotely using tools such as Zoom

Values and ethos:

- A genuine passion for Groundwork's mission and values
- A commitment to the delivery of high quality services
- A commitment to educating people to develop more sustainable behaviours
- An understanding and empathy towards the issues faced by young people from disadvantaged backgrounds

ADDITIONAL FACTORS

- Flexible working hours may be needed. We operate a flexi-time system and have a flexible working policy.
- Willing to undertake training and development deemed necessary for the pursuance of the post.
- Comply with the Trusts Policies and Procedures including, but not exclusively, Equality, Diversity and Inclusion, Data Protection, Health and Safety and Environment.

DBS and Vetting Requirements:

- This post will require a basic DBS check and may require an enhanced DBS check (child workforce)

Prepared By: Venetia Knight, Head of Employment & Enterprise, November 2020