



JOB DESCRIPTION

EMPLOYMENT AND TRAINING SPECIALIST

Background

Launchpad is a veterans' charity that provides veterans with their own bedsit / flat in converted old peoples' homes in Liverpool, Newcastle-upon-Tyne and Durham. While living with Launchpad for up to 2 years, the veterans are provided with support from other specialist organisations to enable them to stabilise their lives and to then settle in the community of their choice, wherever possible with jobs too. To date, Launchpad has supported over 575 veterans, 80-90% of whom came from a homeless background. Roughly 70% go on to a more stable life with 40% or more gaining employment too.

Method

The Employment and Training Specialist (ETS) will work with residents, staff, partner organisations and others, as necessary, to provide support to veterans on issues relating to employment and training. This role will assist veterans with their employment and training needs, by providing advice and guidance and through liaising with employers and training providers. The priority is to do what is good for the veterans and to do all he or she can to *motivate* residents to take part in training whenever possible.

In conjunction with other staff, the ETS will assist the residents in preparing Personal Action Plans based on the Outcomes Star Methodology that lead to employment. The ETS will also liaise with other agencies in and around Speke to secure third-party expertise in training, jobs and volunteering

In all activities, the ETS must support the Manager in engaging the residents while representing the interests of Launchpad as well. The ETS must be perceived as balanced, fair and objective. To achieve this, he/she will possess strong leadership and an attractive personality, coupled with excellent communication skills.

Location

Speke House, Heathgate Avenue, Liverpool, L24 7SH

Remuneration

£25,000 per annum pro-rata

Hours

25 per week

Holidays

33 days, to include bank holidays (pro-rata)

Line Management

The ETS Line Manager is the Manager of the House.

Tasks

- To develop and deliver employment support training sessions, both 1-1 and in groups, helping with job searching, producing a CV, completing applications for jobs, training courses and other learning, and in preparing for interviews, for example. To support and mentor veterans to improve their confidence, develop new skills and improve their employability.
- To identify new opportunities for training or support that meets identified needs.
- To establish and develop positive working relationships with partners and external agencies and employers that create opportunities. Support the Manager of the House at all times and be prepared to stand in for other staff when required.
- Ensure all work and activity undertaken by Launchpad personnel is safe and free from risk.
- Provide timely and detailed briefs at regular intervals to the community focal point, the Launchpad Manager and trustees on training and employment needs.
- Develop and manage Personal Action Plans with individual residents, including creating and maintaining personal records, creating and managing the residents' Outcomes Stars, in conjunction with other staff.
- Assist the Manager in preparing management reports.
- Report residents' views to the Manager, without being seen to 'take sides'.
- Make recommendations to the Manager that will improve service delivery.

Essential Competencies

- Inclusive, encouraging leadership and motivational powers.
- Personable nature, with high quality oral and written communication skills.

- Motivated self-starter with enthusiasm to make a positive impact on, and help, veterans.
- The ability to plan, prepare and execute complex plans with ad hoc work forces to achieve successful outcomes for the residents and charity.
- The ability to influence and develop strong relationships with external organisations and residents for the good of all in Launchpad.
- Trustworthiness, fairness, honest and respect for others.
- Strong organisational skills.
- Understanding of people from the services and of people in difficult situations.
- Competent computer user, to include the internet, social media, Word and Excel.

Desirable Qualities

- Awareness of general Health and Safety legislation.
- Trained in Safeguarding
- Possessing, or willing to apply for standard DBS disclosure.
- Experience of producing PR.