



## Employment Project Coordinator

### Application Pack

An exciting opportunity has arisen to join

Your Own Place as our Employment Project Coordinator

Salary: £25,012 per year

Duration of contract: Until end December 2019

Hello!

Thank you for taking an interest in this job!

### **Who are Your Own Place?**

#### Description Summary of the business

'We value every young person as an individual. All young people have aspirations. Our task is to liberate them, remove the barriers and allow their aspirations to be achieved. We will be as innovative, imaginative and engaging as we can be. We will never give up on seeking new solutions to old problems. The aim of **Your Own Place** is to prevent homelessness and every intervention is delivered with this as the final outcome'

**Rebecca White, Founder and Director**  
**Your Own Place, Community Interest Company**

#### Vision

**'Every young person lives in a safe and secure home'**

#### Mission

**'Your Own Place** equips young people with the skills, confidence and knowledge to live safely and securely. We achieve this by continually developing innovative and entrepreneurial solutions as well as collaborating for the benefit of our young people. By working restoratively and delivering high quality interventions we create a culture of empowered and independent young people.'

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## **We're a social enterprise!**

As a social enterprise we are absolutely thrilled to be achieving our ambition by taking someone on to help us take the next step and develop our successful employment project.

Just like the young people we work with, we have ambitions that with the right support can be achieved.

We hope you'll find out lots about us through our social media accounts, website and speaking to people. You'll learn that we're a bit different in how we work.

We start from an asset-based approach. That means we see all the positives the young person has and build on these in place of a deficit approach. Young people are full of aspiration and it is our ambition to help them get what they want, need and treat them as equals en route to a fulfilling adulthood.

We work restoratively and give lots of second chances. We are relentlessly positive and our door remains open.

We are looking for a new team member that shares these values, cares deeply about working hard and accountably to develop young people and to prevent their future homelessness.

Your Own Place is going places and we want you to be a part of our journey. Every relationship is best when it's a 'win-win' and that's why we want you to get as much out of this role as you put in. You too will be of equal worth and have the potential to really influence not just young people's lives, but the future of a fantastic social enterprise.

We look forward to hearing from you.

Rebecca – Director & Founder

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## About this post

- This role has evolved from the original employment role within Your Own Place with a view to becoming a traded service. You will be the employment face of Your Own Place, working closely with its Director, Rebecca, and putting young people at the heart of the organisation.
- You will deliver an Employment Journey with partners and be responsible for supporting young people who want to find work and improve their skills and confidence.
- You will do this by working 1-2-1 using a coaching model, delivering workshops to young people using our delivery techniques and developing new workshops to enhance TILS +.
- You will have a key role in securing commissions and customers that give young people these opportunities through our traded delivery.
- You will support, develop, empower and move young people closer to work whilst fulfilling the Your Own Place's mission of preventing youth homelessness.

## **Supporting and coaching young people**

- Working 1-2-1 and in small groups delivering support packages and focussed outcomes-based interventions to young people who are unemployed and at risk of homelessness.
- Working from the JET (The Journey to Employment Framework) to create bespoke Employment Journeys for our young people.
- Using the existing assessment frameworks as well as developing new tools to support the young people.
- Working with provider partners to develop the components that comprise the JET framework.
- Supporting young people to access appropriate services as well as within Your Own Place.
- Working with partners from the public, third and private sector to source volunteering and supported work experience opportunities for the young people.

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- Working with partners from the public and third sector to ensure that the support Your Own Place provides forms part of a joined up package that meets their needs.
- Completing and devising new ways of case recording, bespoke assessment and support plans and other record-keeping related to their progress and aspirations.
- Working with the YOP team to identify other support for young people from within the service.
- Measuring outcomes and impact.
- Reporting to funders.
- Holding the project budget and reporting on this.
- Working with the Director to develop our evidence base, social impact, quality and track record.

## Service Development and Income Generation

- Working with the Director to market and deliver our Tenancy and Independent Living Skills Plus (TILS +) to potential commissioners and new markets.
- Networking with partners, customers and policy, strategic and commissioning stakeholders.
- Sourcing income by working with potential customers.
- Seeking new opportunities to enhance the development of Peer trainers through partnerships, funding streams, traded income and innovative practices.
- Working with our TILS trainers and Peer TILS Trainers to develop new models of Tenancy and Independent Living Skills Plus (TILS +) training in groups and 1-2-1 that secure traded income.
- Developing TILS+ workshops for young people that achieve core employment outcomes.
- Working with the Director on all aspects of TILS + training delivery and improving outcomes including as a TILS + trainer, including any accreditation.
- Staying ahead of research on training, engagement and best practice when working with young people, including digital media.

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- Incorporate project planning throughout the work with milestones and timetabled targets.
- Supporting the Director and the team in achieving their outcomes and deputising for team members when required.
- Using social media confidently and other marketing tools to take a lead on developing the project as a traded service.

## People management

- Manage and support young people (up to 30 each year).
- Engage with external stakeholders, Board and deputise for the Director as required, including at high level networking and black-tie events.
- Manage sourcing of referrals and a case-load of young people.
- One-to-one support of all young people as well as employment workshops.



## Terms & Conditions

<b>Salary</b>	<ul style="list-style-type: none"> <li>• £25,012 per annum for 37 hours per week.</li> </ul>
<b>Contract</b>	<ul style="list-style-type: none"> <li>• To end December 2019</li> </ul>
<b>Training &amp; Development</b>	<ul style="list-style-type: none"> <li>• A high-quality development package of appropriate coaching and training will be provided.</li> </ul>
<b>Pension</b>	<ul style="list-style-type: none"> <li>• Your Own Place operates the government pension scheme currently at 2% employer contribution.</li> </ul>
<b>Further remuneration</b>	<ul style="list-style-type: none"> <li>• Remuneration will be available based on targets for secured income.</li> </ul>
<b>Annual leave</b>	<ul style="list-style-type: none"> <li>• You will be entitled to 26 days per year and all English bank holidays.</li> </ul>
<b>Expenses</b>	<ul style="list-style-type: none"> <li>• Essential business mileage will be reimbursed at the HMRC rate (currently 0.45p per mile).</li> </ul>
<b>Contract</b>	<ul style="list-style-type: none"> <li>• This position is for a 15 month fixed term contract, with the potential for an extension to undertake work on other projects during the term as well as pending increased income generation.</li> </ul>
<b>Induction</b>	<ul style="list-style-type: none"> <li>• The post-holder will be subject to a thorough and development-focussed three-month induction period, which will be required to be passed. Failure to do so may result in the termination of the contract.</li> </ul>
<b>Criminal checks</b>	<ul style="list-style-type: none"> <li>• Your Own Place is an equal opportunities employer. This post will be subject to an enhanced DBS check. We invite anyone concerned about having a conviction to disclose to discuss this with Rebecca at the earliest opportunity.</li> </ul>

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## Working at Your Own Place

- We're a small team and will support you in all aspects of your role. From professional development, to flexible hours and remote working, providing you with all the equipment you need to fulfil this role.
- This post will be 37 hours a week and based in Norwich with travel across Norfolk and Suffolk.
- Flexibility for weekend and evening work will be required regularly. Generous 26 days annual leave entitlement in addition to English bank holidays.
- We encourage sustainable forms of transport as well as healthy lifestyles. However, we also recognise the need for a car where public transport is unavailable. City centre parking will be provided along with an iPhone, MacBook Air and exciting development training and opportunities.
- As a small social enterprise we are seeking to develop a team with a healthy work life balance and you will be encouraged to work flexibly whilst obtaining a good balance.
- We are working with Thrive Norfolk to find new ways to encourage our team to be healthy. We want you to enjoy working hard for Your Own Place and in return you will be well supported and supervised.
- You will be actively encouraged to take your time off in lieu promptly, take regular breaks, to eat healthily, take regular exercise and enjoy your workplace. Support is available in an open and non-judgemental workplace for those that wish to discuss and address their lifestyle.

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## Person specification

### You will be:

- Committed and values-lead
- Enterprising and energetic
- Totally computer literate (Word, Excel, Internet, PowerPoint etc) including using social media
- Literate and able to use writing styles that are appropriate to different audiences including customers, funders, young people, politicians and more
- Imaginative, experienced and creative in engaging, communicating and working with young people both 1-2-1 and in group work
- Experienced and knowledgeable in working with young people who need additional support to achieve their aspirations
- Capable of being a part of a small team as well as sufficiently motivated to work alone at times
- Someone who is excited by opportunities, takes measured risks and wants to be part of the strategic journey of an evolving social enterprise that has high standards
- A self-starter who finds new opportunities
- Confident working with different audiences
- Outcomes focussed
- Interested in developing the enterprise and its social impact
- Committed to your own professional development and developing new skills
- Someone who treats others with respect and as equals at all times
- Someone with clear boundaries around young people and not afraid to challenge and hold to account



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**Closing date – 10th September 2018 at 5pm.**

**Interview – Interviews will be on 17th September 2018.** It will include a short presentation, the details of which you will receive in advance.

**To apply** for this position please click on or copy and paste this link into your browser to complete [the online form](#).

<https://rebka99.wufoo.com/forms/wqq8ku70jsuhh6/>

**To apply** please also click on or complete our [values questionnaire](#):

<https://rebka99.wufoo.com/forms/xcxg0b03y80wf/>

You will not be able to save either form and should complete it at one sitting.

CVs will not be accepted.

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