



## JOB ADVERT

### Bangladeshi Islamic Association/Centre

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| <b>JOB TITLE:</b>           | Employment Support Worker   |
| <b>RESPONSIBLE TO:</b>      | Centre Manager  |
| <b>PURPOSE OF JOB:</b>      | <p>To deliver and manage the Employment Programme and meet its aims and outcomes. To encourage, inspire and support the positive personal development of people towards the job market.</p> <p>The role is solely working on BBO BRIDGES, which is funded by the European Social Fund and The National Lottery Community Fund</p> |
| <b>STARTING DATE:</b>       | As soon as possible   |
| <b>NOTICE PERIOD:</b>       | One month either side   |
| <b>DISCLOSURE:</b>          | The successful candidate will not be confirmed into post until a Disclosure and Barring Service Check (DBS) has been carried out and the results are satisfactory.  |
| <b>SALARY:</b>              | £16,367.00  |
| <b>HOURS OF WORK:</b>       | 25 hours per week   |
| <b>CONTRACT:</b>            | 28 months fixed term (reviewed annually)  |
| <b>PROBATIONARY PERIOD:</b> | 6 months  |
| <b>LOCATION:</b>            | Sandwell  |

#### DUTIES & RESPONSIBILITIES:

1. Respond to the needs of unemployed people looking for work
2. Identify the barriers towards the job market for unemployed people
3. Support Local People get job ready
4. Providing one to one IAG for clients
5. Facilitate sessions around employability skills and training
6. Mentoring and supporting individuals to encourage empowerment and confidence
7. Advertise and recruit people to the project and on occasions give formal presentations

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8. Work with local partners to promote and develop activities
9. Maintain and administer all relevant data needed to record and report on the project
10. To report in meetings to the Manager and other committees
11. To ensure that all policies and procedures are adhered to, including Health & Safety and Child Protection Policies
12. Any other BBO BRIDGES related tasks

**Key Requirements:**

- Willing to work flexible hours
- Experience in identifying the needs and support to get people closer towards the job market
- Deliver employment support sessions such as CV preparations and interview techniques.

**For an application pack please email [contact@bicentre.org.uk](mailto:contact@bicentre.org.uk)  
or call 01215588204**

**Closing date: Monday 4<sup>th</sup> November 2019  
For more information visit; [www.bicentre.org.uk](http://www.bicentre.org.uk)**