



Personal Specification

Bangladeshi Islamic Association/Centre

JOB TITLE:	Employment Support Worker
RESPONSIBLE TO:	Centre Manager
PURPOSE OF JOB:	<p>To deliver and manage the BBO BRIDGES 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>
STARTING DATE:	As soon as possible
NOTICE PERIOD:	One month either side
DISCLOSURE:	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.
SALARY:	£16,367.00
HOURS OF WORK:	25 hours per week
CONTRACT:	28 months fixed term
PROBATIONARY PERIOD:	6 months
LOCATION:	Sandwell

Skills/Qualifications required:

- 1 Experience of working with people in a multi-cultural society
- 2 Experience of arranging and delivering activity in community settings

Essential/Desirable:

Essential

Essential

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3	A proven track record of working with unemployed people in their search for employment.	Essential
4	Previous experience of conducting face to face interviews and completing employment & skills plans.	Essential
5	Target orientated and able to work under pressure.	Essential
6	Committed, enthusiastic, self-motivated, and able to motivate others	Essential
7	Previous experience of providing advice and guidance to others.	Essential
8	Excellent interpersonal skills and ability to communicate at all levels.	Essential
9	Confidence in the use of Microsoft Word, Excel and Access to compile reports and monitor statistical data.	Essential
10	Excellent time management skills; prioritising and managing work according to deadlines and performance targets.	Essential
11	An understanding of the importance of Equal Opportunities policies and practice in relation to both service delivery and employment, education and training.	Essential
12	An understanding and appreciation of health and safety legislation in the workplace.	Essential
13	Willing to work flexible hours.	Desirable
14	Knowledge of Government Funded programmes	Desirable
15	Experience of making face to face presentations to businesses.	Desirable