



## JOB DESCRIPTION

### 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 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>
<b>STARTING DATE:</b>	04 January 2021
<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>	£19,500.00
<b>HOURS OF WORK:</b>	30 hours per week
<b>CONTRACT:</b>	15 months fixed term
<b>PROBATIONARY PERIOD:</b>	6 months
<b>LOCATION:</b>	Sandwell

#### Main Activities:

- To manage and provide clients with advice and guidance with regards to finding suitable sustainable employment.
- To support local people get job ready.
- To provide one to one IAG for clients.

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- Mentoring and supporting individuals to encourage empowerment and confidence.
- To maintain contact with the client and retaining them on the programme.
- To organise training activity for job seekers as required to meet the needs of the individual in their search for sustainable employment.
- To undertake progress reviews with clients, ensuring SMART targets are set and paperwork is completed as required.
- To deliver training sessions to small and large groups in employability skills, i.e interview techniques, CV writing etc.
- To complete paperwork and to ensure that customers files are maintained in line with contractual and quality compliance requirements.
- To ensure all the required evidence needed for the project is obtained from the client.
- To actively seek, administrate and prioritise referrals.
- To conduct health and safety risk assessments in placement provider organisations and to ensure that providers are aware of their responsibilities to the job seeker in terms of health and safety and equal opportunities.
- To meet deadlines and targets as required by the needs of the programme.
- To report in meetings to the Manager and other committees.
- To ensure awareness of the Company's Equal Opportunities Policy and that your actions meet with the aims and objectives of this policy.
- Advertise and recruit people to the project and on occasions give formal presentations.
- Any other BBO BRIDGES related tasks.

**Equal Opportunities Statement:**

Bangladesh Islamic Association/Centre is an equal opportunities employer and provider of services. No job applicant, employee, volunteer, trustee, member or service user should receive less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin; sex; marital status or caring responsibility; sexual orientation; age; physical, sensory or learning disability; mental health; political or religious beliefs; class; HIV status; employment status; unrelated criminal convictions; union activities. Nor will such person be disadvantaged by conditions or requirements which cannot be shown to be justifiable. This

principle applies to recruitment, promotion, transfer, training, benefits, facilities, procedures and all terms and conditions of employment.