

Job Profile Information: Trainee Employment and Training Officer (Good Work Camden)

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Job Grade: Level 2 Zone 2

Salary Range: £34,580- £36,917

Role Purpose:

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because we're not just home to the UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. As a Trainee Employment and Training Officer with Good Work Camden, you will make a real difference by working with Camden residents who have come to the UK as refugees, supporting them to access employment and training opportunities.

The role

You will learn how to assist Camden's refugee communities to access training and employment opportunities with local employers and training providers. The focus of the role will be to learn how to support the Good Work Camden team with resident-facing work, working with participants to understand their training and development needs, undertaking Information, Advice and Guidance sessions to create tailored action plans, and liaising closely with other GWC services, such as the brokerage team, to identify suitable employment opportunities.

This post is exempt from the Rehabilitation of Offenders Act and will require an Enhanced DBS.

Example outcomes or objectives that this role will deliver:

- Meeting with residents to understand their goals and aspirations.
- Assisting the Good Work Camden team to provide one-to-one support with the objective of supporting residents to improve their employability, confidence/motivation and move forward along their journey towards good work, training or apprenticeships.
- Assisting and learning from Good Work Camden colleagues to develop and maintain effective working relationships with employers, recruitment agencies, training agencies, specialists and practitioners, in order to maximise employment opportunities for residents.
- Bringing the right support together around residents to help them achieve their goals and aspirations – learning about existing provision (including ESOL and local education and training opportunities) and getting to know other practitioners and signposting to services in Camden.
- Building a personal reputation as an important member of the Good Work Camden team; building relationships and gaining trust and confidence.
- Gaining knowledge and understanding of employment recruitment practices and/or training provision, working with employers and candidates to meet employer recruitment needs,
- Learning how to deliver careers counselling, training, and advice.
- Working towards gaining a Level 3 IAG (Information Advice and Guidance qualification).
- Learning the importance of tailoring vocational and pre-employment training to meet the needs of candidates and employers as well as the skills demand of the industry. Alongside this, you will gain experience in supporting vulnerable residents and an understanding of the key policies/strategies impacting on their ability to complete training and apprenticeships.
- Completing administrative tasks relevant to the role, reporting and recording outcomes using in house client management systems.

People Management Responsibilities:

- The role does not have any direct line management responsibility.

Relationships:

- This role will report to an experienced member of the team in Good Work Camden.
- The role will require close relationships with internal and external partners and residents.

Work Environment:

- 5 Pancras Square
- Community co-location across the borough

Technical Knowledge and Experience:

- An understanding of, and interest in, the barriers to employment and training experienced by disadvantaged communities.
- As this role will focus specifically on supporting refugees, including a large cohort of Afghan refugees, a passionate interest in supporting refugees and/or any lived experience of forced migration would be especially valuable in this role.
- Fluency in Dari or Pashto languages would be beneficial.
- Knowledge of current education, apprenticeships, employment and training opportunities available to residents of all ages and abilities.
- An interest in developing skills that will help you work confidently with residents in a demanding environment, including risk management.
- A desire to learn how to work with a number of individuals and/or agencies to achieve effective outcomes.
- Excellent communication and interpersonal skills, including the ability to communicate effectively with a wide range of people and to demonstrate sensitivity.
- Desire for professional development with a commitment to participate in appropriate training.
- Understanding or awareness of data protection and confidentiality, and a willingness to learn and understand more.
- Commitment to and understanding of equal opportunities, with an open approach to learning how to work with a diverse community.
- Willing to develop and maintain relationships with a variety of stakeholders to ensure the effective implementation of projects or training.
- Able to manage a busy workload and conflicting priorities ensuring service delivery.