

Job Profile Information: Youth Pathways Coordinator

This supplementary information for Youth Pathways Coordinator is for guidance Job Level 4 Zone 2

Camden Way Category 4

It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

Role Purpose:

Through the direction of Camden's Leader and a process of cross-council, collaborative design which included the experience of front line workers, Camden Council have developed a project which harnesses the wealth of opportunity in Camden to create opportunities for young people who are in danger of becoming victims and/or perpetrators of violent crime. The Leader convened a stakeholder workshop to engage with local employers including Google, Ted Baker and Warner Bros, learning providers and youth/community organisations. The project concept was endorsed and workshop attendees strongly supported the idea of a programme of individually curated, fairly paid and aspirational work experiences which would enable the young person to identify what excites them about the world of work and what kind of workplace will suit them.

The Youth Pathways Coordinator will lead the delivery of the Council's flagship Youth Pathways project, implementing an individualised programme of learning targeted at young adult Camden residents in danger of becoming victims and/or perpetrators of violent crime. The programme aims to reduce violent offending and improve the well-being of participants by creating bespoke pathways into employment and/or further learning. This will involve 1-to-1 and long term mentoring which supports the young person through to adulthood and is focused on a mixture of soft and hard skills in conjunction with paid internships and work experiences.

The Youth Pathways Coordinator will also institute strategic and lasting change by liaising with senior executives in world and sector-leading businesses, learning provider principals and head teachers, and young people in danger of becoming victims and/or perpetrators of violent crime. The calibre of discussions with senior executives in sector-leading businesses, principals and young people, require the successful candidate to hold exceptional communication and diplomacy skills.

We're looking for a dynamic and creative individual to work with each participant and 1-2-1 mentor to plan a selection of taster sessions provided by employers and learning providers, designed to expose the individual to a variety of possibilities. Above all, the Youth Pathways Coordinator will possess the ability to engage with, and collaborate with, employers in order to find and develop the placement opportunities. The Youth Pathways Coordinator will be an experienced careers advisor and IAG specialist, comfortable working closely with SME and large businesses.

The successful candidate will encourage each participant to pursue long-term goals that the participant has identified; this could involve an apprenticeship, vocational training, further learning, a paid work placement, training in enterprise skills, or industry-specific training.

The skills, knowledge and experience we're looking for include: project management; creativity and innovation; high-level stakeholder engagement and management; IAG; background in career advice and guidance.

Key accountabilities for the Youth Pathways Coordinator:

- To work with reducing youth violence officers to identify and engage young people into the project.
- To plan with young people a bespoke personalised menu of inspirational learning experiences and to work with businesses, HE, FE and VCS organisations to create them
- To secure long term commitments from businesses, HE, FE and VCS organisations to being a part of the young person's ongoing network.
- To identify inspirational role models and secure their long term commitment to being part of the young person's personal network.
- To support the delivery one to one soft skills training for young people – including employability skills.
- To design bespoke learning and experience packages with up to 15 young people.
- To support the delivery tailored and individualised career pathway advice.
- To arrange the fulfilment of the young person's Individual Learner Record and oversee the Management Information System, in collaboration with Adult Community Learning.
- To ensure mentors, learning providers, businesses have the support, resources and equipment to deliver current, high quality and engaging sessions and experience that meet health & safety and safeguarding requirements.
- To ensure learners receive thorough and impartial information and advice to enable them to make informed choices about their current learning and future plans.
- To ensure programme outcomes are adequately sourced and recorded in a systematic and timely manner.
- To lead on the maintenance and development of relationships with learning providers and businesses.
- To use your skills and knowledge to research unique and bespoke job opportunities.

Example outcomes and objectives the Youth Pathways Coordinator will deliver:

- Businesses, HE, FE and VCS organisations are aware of their clear 'ask', bought-in into the programme, and able to deliver inspirational insight opportunities and placements for young people.

- High standard of support for young people to fulfil the programme outcomes in relation to young people, namely: improve self-efficacy, reduction in exposure to violence, improvement in health & wellbeing, improvement in work readiness, and secure progression into employment and/or further learning.
- Delivery of learning and employment opportunities that are current, reflect young people's skills and interests, and engage participants. Furthermore, to ensure data is adequately and timely collected and reported, project is delivered within the timeframe, and the identification and allocation of resources is fulfilled.
- High standard of trauma-informed practices and mindfulness for case worker and young people.

People Management Responsibilities:

- The role does not have any direct line management responsibility

Relationships:

- The role will require close relationships with external partners, residents and reducing youth violence officers

Work Environment:

- 5 Pancras Square

Technical Knowledge and Experience:

Essential:

- Excellent communication and interpersonal skills, including the ability to communicate effectively with a wide range of people & seniority and to demonstrate sensitivity.
- Experience of engaging with SME and large businesses to collaborate on projects which produce social value and/or fulfil Corporate Social Responsibility.
- Knowledge of current education, employment and training opportunities available and an ability to identify opportunities that respond to individual needs and aspirations.
- Experience of project management in a demanding environment.
- Knowledge of Management Information Systems, and the need to produce timely and accurate reporting.

Desirable:

- An IAG qualification, and/or relevant experience in the field.
- Evidence of leading a range of projects to successful completion.

Knowledge:

- Understanding or awareness of data protection and confidentiality.
- Knowledge of business commitment and demands in relation to Corporate Social Responsibility.
- Statutory safeguarding and health & safety requirements.
- Knowledge of the issues and barriers to education, training and employment for young people at risk of violence.
- Knowledge of sectoral trends within the labour market.

Skills:

- Ability to problem solve in an expedient manner.
- Communication and interpersonal skills of a high quality to persuade and influence business senior executives, young people and learning providers.
- Commitment to and understanding of equal opportunities.
- Ability to maintain and manage stakeholders across multiple layers of seniority.
- Ability to communicate to businesses and learning providers the multifaceted needs of young people at risk of violence.
- Ability to communicate the benefits to business senior executives and learning providers the importance of on-boarding and supporting young people furthest from the labour market, and playing a role in the development & realisation of their aspirations.
- To use your skills and knowledge to research unique and bespoke job opportunities.

Experience:

- Experience of collaborating successfully with partners on joint projects.
- Experience of liaising and working with a number of individuals and/or agencies to achieve effective outcomes.
- Experience supporting individuals furthest from the labour market to access education, training and employment.
- Securing commitment for projects from businesses and/or learning providers which fulfil social value and/or Corporate Social Responsibility.
- Working with people from diverse backgrounds reflecting the population of Camden.

Camden Way Five Ways of Working

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility