**Job Hub Lead (Good Work Camden)**

**Job Title: Job Hub Lead**

**Job Grade: Level 4, Zone 2**

**About Camden**

‘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 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. Here’s where you can help decide a better future for us all.

***Introduction***

*Camden is investing more in employment support to ensure that residents can access good work that enables them to live secure, sustainable and happy lives.*

*Through Good Work Camden, we’re designing and delivering Job Hubs that provide accessible and relational employment support, testing innovative approaches to supporting residents, investing in our employment and skills partners and giving businesses the support they need to enhance their recruitment practices. It’s an exciting time to join this work in Camden!*

*We are now scaling up our approach to ensure that we can reach and support more Camden residents and are working to design a new Job Hub in Kilburn. We are looking for a Job Hub Lead to design and deliver that service with colleagues, partner services and local people to ensure that we can support more people into good work and other opportunities.*

**Role purpose:**

We want everyone in Camden to lead good lives, and we know that being in good work is a key part of this. We want Camden residents to be in work that makes use of and develops their skills, gives them a sense of purpose and contribution, and pays them a good wage – in order for them to lead the life they want to lead.

Too many Camden residents are unable to find good work, locked out of the labour market and unable to find the support that they need to address challenges related to health, housing and other important matters that impact their ability to find and stay in work - the impacts of Covid-19 has made the situation worse for those residents and has impacted many other residents too.

We want to support these residents to find work that works for them, through bespoke one to one support, career counselling, and relevant skill building and work preparation.

In order to do this, we are working to scale up Good Work Camden and expand the reach of our employment support to those that need it most. As part of this, we are establishing a new Job Hub in Kilburn to make sure that residents towards the north of the borough can access support close to where they live, and specific to the needs of their community.

We’re looking for a proactive, strategic and relational person to lead this new Job Hub. This is an exciting opportunity for someone experienced in supporting people into work to lead the development and delivery of a new neighbourhood Job Hub, in genuine partnership with the community. You will start by getting to know the community, listening to what they need, and building a service that responds to this. With the support of other council officers, you will take what you learn about the community’s needs to grow the team in the Hub, and connect with other relevant services. Above all, you will build a strong relationship with the community you work in, and help the residents you get to know into work that is good for them.

**Example outcomes or objectives that this role will deliver:**

* Build strong local relationships and gain a deep understanding of the local community’s needs with regard to employment and good work
* Translate this understanding into an offer to residents that helps them move into, and stay in, good work
* Grow and lead a team that can help deliver the support that will meet these needs
* Provide one to one and group support to residents to get into good work
* Raise awareness of the support available in the local community – develop and implement a resident outreach and communications programme
* Connect and collaborative with other relevant support services and organisations to ensure residents get all the support they need within the place that they live

**About you**

To be considered for this post, you should possess, and be able to demonstrate, all of the following:

* **You build great relationships:** you can build strong relationships with a wide group of people, and understand how to build different types of professional relationships – with residents, with service providers, with council officers etc.
* **You are a great listener:** you are open and inquisitive in the way you listen to others, respecting and valuing their contribution, and asking great questions to gain deeper understanding
* **You are an experienced coach and advisor**: you have practical experience of supporting people into work, with a particular understanding of the challenges faced within communities and the expertise to advise of appropriate options. You have a minimum Level 3 IAG qualification, or other similar qualification or experience
* **You are strategic and know how to chart a course:** you have experience in leading projects, and translating insight into a strategic action plan. You know how to weigh up a range of different options, and take a decision for maximum positive social impact. You can inspire others around this course of action
* **You can build great teams**: you have experience in leading others, helping them to achieve their potential, and manage a sensitive and at times demanding workload
* **You are creative and comfortable in uncertainty**: you are excited to come up with new solutions to challenges you’re presented with, identifying solutions
* **You are collaborator by nature**: you recognise that projects work best when they are a shared endeavour, and have experience in building strong partnerships with other services or providers to achieve shared aims
* **You take a wider view**: you have knowledge of the wider provision of support that is required to help someone into good work, and how to connect it around an individual’s needs

**People Management Responsibilities:**

* You will build a teamof up to 4 people who will report into you

**Relationships:**

* This role reports to the Employment Strategy Manager
* You will build strong relationships with council officers within economic development, the neighbourhood housing team, and other service providers
* The role will also work with Directors and Head of Service within all three directorates.

**Work Environment:**

* 5 Pancras Square and frequent co-location with other service(s) across the borough

**Over to you**

We’re ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we’re supporting people, and we’ll redefine what a career can be. If that sounds good to you, we’d love to talk

**Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](http://camdocs.camden.gov.uk/HPRMWebDrawer/Record/8081811/file/document?inline).

**Diversity & Inclusion**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and Ethnic Margenilised groups those who identify as LGBT+, neurodiverse and disabled people. Click [Diversity and Inclusion](https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page2) for further information on our commitment.

**Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn’t.

At Camden we are proud to be one of Hire Me My Way’s inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG