



The Trust for Developing Communities

Employability Worker Job Application Pack



The Trust for Developing Communities

Registered Address: Community Base, 113 Queens Road, Brighton, BN1 3XG

Company Limited by Guarantee Registration Number: 3939332 | Registered Charity Number: 1106623

Tel: 01273 234 769 | Email: info@trustdevcom.org.uk | Web: www.trustdevcom.org.uk

Welcome Letter

Thank you for your interest in an Employability Worker role with TDC.

We are specifically looking for Ukrainian and English-speaking workers who can help us to deliver employability support to the growing Ukrainian community in Brighton and Hove.

This pack explains how to apply, more about the job and more about TDC.

Please get in touch with any questions and we look forward to hearing from you.

Athol Hallé,
Chief Executive, The Trust for Developing Communities

About TDC

TDC is a charity working with adults from diverse communities, young people and older people in Brighton and Hove since the year 2000.

Our Vision is for Brighton and Hove to become a city of equality, diversity and inclusion where our communities thrive.

Our Mission is to deliver community-led solutions.

TDC Values

Community “Strong communities are the key to health and happiness!”

Equality “None of us can truly thrive whilst some of us are in poverty!”

Diversity “Our diversity is our strength!”

Inclusion “There is no ‘them and us’ only us!”

Application Process

To Apply

Please email a **completed application form** to TDC on info@trustdevcom.org.uk by **9am on Tuesday 9th August**. The application form is available to download from our website [here](#):

We will contact you (by telephone or email) by the end of the day on Wednesday 10th August if we want you to come for an interview. Interviews are scheduled for **Friday 12th August**.

Interviews

Interviews will be relaxed and friendly and will last around an hour. They will consist of a short series of questions that test your suitability for the role and will be themed around the skills listed in the person specification below.

There will also be a simple written test in English.

They will be held at the TDC office at Community Base, 113 Queens Road, Brighton, BN1 3XG.

The interview panel will consist of two or three people, who you would be directly working with in the role.

If your application is successful in getting through to the interview stage we will contact you with further details.

If you would like to know more about this role or the application process, please contact: Marie Benton, mariebenton@trustdevcom.org.uk or 07532 710298.

If you are successful, we will support you to check how this income will affect any benefits you get.

Good luck!

Employability Worker - Job Description

Overview

Job Title: Employability Worker

Hours: 16 per week

Salary Scale: £23,531 - £27,030

Contract: 6 months (possibility for extension if funding allows).

Location: Flexible working including TDC office - Community Base, BN1 3XG.

Reporting to: Marie Benton, Equalities Team Project Manager

Objective

To support the growing Ukrainian community in Brighton and Hove to engage in services, activities and community groups to increase employability, improve health and well-being, develop new skills, improve confidence, build self-esteem and find work.

Principal Responsibilities

1. **Work with individuals.** Generate and manage a caseload including appropriate planning for progression into work with bespoke packages of support.
2. **Engagement Interventions.** Support people to engage in services, training, volunteer, gain work experience, and to use their existing skills and qualifications.
3. **Skills development.** Support people to improve their skills for work, including language, financial and digital skills.
4. **Partnership working.** Liaison with partners such as the DWP, the voluntary sector and the City Council, as well as local employers.
5. **Community Outreach.** To link with services and groups used by the Ukrainian community to access potential beneficiaries.
6. **Work with groups.** Generate and manage a range of group learning activities to support people to engage, identify and access local services and to find information and services relevant to them.
7. **Record Keeping.** Keep accurate and up-to-date records of all project participants to measure outcomes and progress.
8. **Monitoring and Performance.** Provide monitoring and evaluation information as requested. Achieve project targets in a timely manner.
9. **Equal Opportunities.** To implement and promote TDC's Equality and Diversity Policy. A positive attitude towards equal opportunities and anti-discrimination practice should permeate all aspects of our work.
10. **General.** To undertake all other reasonable tasks as requested by your Line Manager.

Person Specification

Experience, Knowledge & Skills:

1. **Individual support.** Ability to manage a busy caseload of clients, ensuring targets are met while providing a positive and supportive experience for each individual.
2. **Communications.** Ability to present information in both English and Ukrainian clearly, both written and spoken, including meeting funders and partners, using social media, and using appropriate IT communication tools.
3. **Person-centred planning.** Ability to actively listen and adapt plans in order to make service accessible for people with complex barriers to education and employment.
4. **Targets and record keeping.** Demonstrable experience of working to, and reporting on, set targets along with excellent record keeping practices.
5. **Independence.** Ability to work independently, organising, planning, and delivering against own work plan.
6. **Collaborative Working.** Dedication to involving beneficiaries in service planning and decision-making processes. Experience of working in partnership with a range of agencies and professionals.
7. **Aligned values.** Personal values aligned with those of TDC (see above).
8. **Facilitation.** Ability to work productively with groups to foster learning, peer-support and progression onto further support or activities.
9. **Confidentiality.** Ability to maintain confidentiality appropriately when working with vulnerable people
10. **Equal Opportunities.** Good understanding and commitment to equal opportunities and experience of working with diverse communities, cultures, and faiths.
11. **Ethnically diverse communities.** Awareness of working with people from these communities including migrants, refugees, and speakers of other languages. Knowledge of support needs including adult literacy and language.

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