



**Job Description** – active from February 2019

**Job Club Officer**  
(Employed by CVS for Broxbourne & East Herts)

**Hours of work:** 12 hours per week spread over a minimum of 2 days. This position is initially fixed for 1 year.

**Salary:** £10.50 per hour (actual salary £6,552.00pa)

**Holiday:** 79 hours per annum (including allowance for Bank and Public Holidays)

**Supported by:** CVSBEH BBO Hub Support Officer

**Line Managed by:** CVSBEH BBO Co-Ordinator

**Location:** CVSBEH Waltham Cross Community Skills Hub. . You may be occasionally required to work off-site.

**Purpose of Job:** In partnership with agencies based at the Waltham Cross Community Skills Hub (including Building Better Opportunities, SEETEC and Shaw Trust) deliver a service to employment-seeking participants providing access to IT and assistance with CV writing, accessing job sites and completing application forms.

The post holder will be expected to manage the organisation of Job Club days with additional hours provided to undertake planning and monitoring of the project and the reporting of outputs and outcomes. A key aspect of the role is working with the BBO Hub Support Officer and all partners at the Waltham Cross Community Skills Hub to assist their participants to overcome barriers to accessing employment searches and making job applications.

The position requires experience of working on occasions with vulnerable and challenging people and the post holder will liaise with other external agencies, including the local Jobcentre plus, ensuring that the best opportunity is given to those that attend.

***Main areas of responsibility***

- Promote the Job Club to Job-seeking residents and employability agencies.
- Liase with Jobcentre plus and local employers on a weekly basis so that job opportunities are made available for the day of delivery.
- Keep concise and accurate records, prepare written reports and monitor the effectiveness of the Job club.
- Share information about the Job Club with participating agencies based at the Waltham Cross Community Skills Hub
- Plan Job Club Sessions and organisation appropriate training events
- Work with the participants on Job Club days, assisting with CV's, uploading to Job Sites and completing application forms to a high standard.
- Attend relevant training to develop and maintain best practice for the job Club

The duties and responsibilities listed above describe the post at present and are not exhaustive. For the successful candidate there may be some flexibility depending on their competencies.

Funded by



## **Criminal Background Check**

CVSBEH hold Safeguarding as a utmost importance. This role has been identified as requiring an Enhanced Disclosure and Barring Services (DBS) check. You must therefore ensure that any relevant criminal record check application forms are completed and returned as requested, as this is deemed a contractual requirement of employment. In addition, you consent to allow CVSBEH to retain a copy of the disclosure certificate in your personal file.

You will be required to and maintain registration with the DBS Update Service whilst employed, in line with the requirements of the Update Service you will be required to maintain your personal information.

If you fail to disclose any caution, reprimand or conviction which is later identified on our criminal background check you will be subject to disciplinary action and CVSBEH has the right to suspend and ultimately dismiss you. CVSBEH will review your criminal background record periodically during your employment to identify any changes in circumstances that may be detrimental to your employment.

## **Person Specification**

### ***Experience***

- Experience of working with adults and supporting them with job searching
- Good understanding/experience of the range of issues faced by individuals experiencing barriers to employment
- Experience of liaising and joint working with other agencies and professionals
- Life experience and confidence in relating to people from a wide variety of backgrounds
- Experience of liaising with various agencies or organisations such as Job Centre Plus and employers.

### ***Skills and Abilities***

- Ability to engage with service users to develop a supportive relationship
- Good verbal communication skills and the ability to communicate sensitively to others
- Good communication skills
- Understanding of CV's and employment
- Accurate record keeping and data input skills/good literacy and ICT Skills
- Ability to record information
- Ability to work flexibly and prioritise workload
- Good planning and organisational skills
- Ability to work under pressure and be adaptable to tasks as required
- Ability to work in a calm, patient and tolerant manner at a pace appropriate to the needs of the individual
- Ability to demonstrate respect for difference and diversity