



<b>Title</b>	Project Key Worker
<b>Reporting to</b>	Head of Client Services
<b>Location</b>	2 Chandos Close, Banbury OX16 4TL
<b>Salary</b>	£26,400.00 Pro Rata (Full Time is 37 hours)
<b>Start date</b>	TBC
<b>Hours</b>	20 weekly across 4 days
<b>Holiday</b>	25 days, plus Bank Holidays (pro rata)
<b>Term</b>	Fixed Term Contract - 24 Months
<b>Probationary period</b>	3 months

### Points To Note

The purpose of this job description is to indicate the general level of duties and responsibilities of the post. The detailed duties may vary occasionally without changing the general character or level of responsibility.

### Education & Employment Project

You will need to form trusting relationships with young people and case manage them through the project, improving their confidence and self-worth in the process. You will need to provide them with accurate information, advice, and guidance whilst being sympathetic to their needs, abilities, and career aspirations. This may include raising the profile of vocational education and apprenticeship opportunities. You should work flexibly to achieve project targets, including ensuring accurate and current data. Due to the sensitive subject matter of the young people, you will work with, confidentiality, data monitoring, and tracking is crucial to the project.

You will be required to work with approximately 30 young people per year, with at least 8-10 open to you at any one time (dependent on client needs). You will be expected to meet with each young person once a week. You will be responsible for maintaining contact, scheduling appointments, and planning session content.

You will undertake any other duties required by the post and as may be required by the business.

### Key Tasks and Responsibilities

- Ensure high delivery of the project by planning your sessions/interventions for each young person.
- To work directly with young people aged 16-25 to deliver the provision of information, advice and guidance on education, employment, and training opportunities.
- To signpost and refer to other organisations for more specialised intervention support.

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Patrons: Lady Saye and Sele & Lady Cadbury

Registered Address: 2 Chandos Close, Banbury, Oxon, OX16 4TL

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- To be aware of barriers that young people may face and feel competent in working with them to overcome them. These will be your soft outcomes on the project and may include mental wellbeing issues.
- To establish and maintain relationships with our partner and third-partner organisations to identify young people who are NEET, e.g., educational organisations, youth offending, prisons, employers, DWP, supported accommodation providers and other stakeholders and enroll these young people onto the project.
- To attend meetings relating to the young people you are working with, which may include Child in Need, Child Protection or Looked After Children Reviews with Children's Social Care, or Probation/MAPPA meetings.
- To work in a systematic and organised manner where you will record all interactions with your young people and be able to demonstrate clear progress made, tackling their barriers, and creating and working towards personal goals to achieve an EET status.
- To ensure the safeguarding of your young people and follow safeguarding procedures.
- **Full valid driving license with access to own vehicle and mobility to travel.**

### **Training**

To undertake relevant training to maintain and improve professional practice and continuous professional development. This includes involvement in relevant professional activities and maintaining a good working knowledge of the current provision of other services for clients.

### **External engagement and relationships**

To work with the Head of Client Services to develop new, and maintain existing, external relationships. Working closely with project partners, signposting participants to alternative intervention activities and managing logistics issues, such as transport.

### **Marketing**

Work collaboratively with the Admin Team, to help promote your projects and services.

### **Human Resources/Admin**

Ensure your records for holidays, sickness, and training are up to date and adhere to BYHP policies and procedures.

Ensure all work adheres to BYHP's policies and procedures, including health and safety, safeguarding and wellbeing policies.

When working in the BYHP office, you will be required to share responsibility for some admin tasks. These include, but are not limited to:

- Answering the door to visitors and clients
- Answering the BYHP phone
- Providing food banks to clients as and when requested
- Ensuring meeting rooms are left clean and tidy.
- Opening, closing checks, and locking the BYHP building
- Keeping the kitchen clean and tidy

### **Supporting the Head of Client Services**

Work closely with the Head of Client Services in the ongoing development of the NEET service.

**Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others, and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the company's Health & Safety Policy & Procedure.

All staff should always be committed to observing the company's Equality & Diversity policy and procedures. Duties must be carried out in accordance with relevant Equality & Diversity legislation and company policies/procedures.

..... (Employee Signature)

..... (Date)