



**Would you like a chance to give something back to the local community? Do you want to make a difference to our organisation and the communities of Nottinghamshire and Derbyshire? If you do then read on...**

As a committed and motivated individual can you help us deliver the programme?

The Signpost to Polish Success (SPS) is a Charitable Company (Registered Charity No. 1126928, Company No. 6693843) based in Nottingham that provides a range of services for Eastern European migrants who arrived in the UK after the EU enlargement. SPS is a partner for the BIG Lottery's Building Better Opportunities Fund, D2N2 LEP, Towards Work Strand. This exciting programme aims to combat the root causes of poverty, promote social inclusion, challenge long-term unemployment and empower socially excluded people. This project is jointly funded by the Big Lottery Fund and the European Social Fund.

## **BUILDING BETTER OPPORTUNITIES WORK COACH**

22.5 hours per week, Salary £23,000 pro rata (£13,986 per 22.5hr). The successful candidate will have to complete 6 months probationary period. This post is until the end of October 2019

You will work directly with unemployed and economically inactive participants by effectively delivering a holistic, personalised support service, which empowers participants with the self-belief, skills, motivation and confidence to enable them to progress into employment, self-employment or further training/education. The successful candidate will facilitate a range of Employability and Personal Development 1:1 or group sessions. You will provide participants with comprehensive Initial Assessments, plan and deliver their learning & development, evaluate and measure their progress and engagement. You will play an important role in helping individuals to overcome their fears and barriers and to develop their employability skills.

The successful person will have:

- Ideally you will hold or be working towards a recognised Information, Advice & Guidance (IAG) qualification (minimum of Level 3 or above)

- > Ideally previous experience of supporting and placing unemployed/ economically inactive people with multiple & complex needs into employment, self-employment or Further Education/Training.
- > Previous paid or unpaid experience or skills of getting people into work and helping them to develop. Ability to use relevant transferable skills and to follow the process of step by step support involving action planning, reviewing progress and implementing appropriate Employability & Jobsearch techniques.
- > Ability to negotiate and agree 'SMART' objectives with participants, experienced in giving constructive feedback and able to positively transform negative behaviours
- > Knowledge and understanding of the Local Labour Market, Sector Skills Gaps, local Employment & Skills provision, Specialist Support Networks, and Education & Training providers
- > Previous experience of working with Eastern European migrants & an understanding of the issues affecting Eastern European migrants to the UK, commitment to easing the process of their integration and promoting community cohesion
- > Fluency in both written and spoken English and Polish
- > Ability to contribute to SPS and the services it provides

You will contribute to the overall success of the BBO Towards Work Programme within Derbyshire or Nottinghamshire.

For other essential requirements please refer to the person specification.

For further information please go to our website [www.empp.co.uk](http://www.empp.co.uk) or alternatively please contact Dorota on [dorota.radzikowska@empp.co.uk](mailto:dorota.radzikowska@empp.co.uk)

***To apply – applications available/downloadable from [www.empp.co.uk](http://www.empp.co.uk). Completed application forms to be returned electronically by 9am on 06.02.2017 to [jobs@empp.co.uk](mailto:jobs@empp.co.uk). Please complete – in the job application - one section of your choice in Polish.***

Interviews will be held at SPS on **09.02.2017**.