

**Job Description****Regeneration & Community Services**

Post Title: Quickstart BG Mentor

Post Number: BGNEW **Grade:** 5

Base: Agile Worker **Hours of Work:** 37

Car User Allowance: Yes **Disclosure:** Enhanced

Contact: Lauren Holmes **Updated:** February 2023

Politically restricted No Yes *

* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990.

Principal Job Purpose

Responsible to: Employability Officer

Responsible for: The engagement of host employers and recruitment of participants onto the Quickstart Blaenau Gwent programme, offering mentoring and employment support alongside partners to ensure successful and fulfilling work placements.

Principal Accountabilities

1. To support local employers to access the programme, identify supported work placements and create suitable job descriptions.
2. To work in partnership to provide host employers with a short list of suitable candidates and support with recruitment and interview process.

3. To work in partnership with Adult Community Learning to facilitate pre-employment training, support and guidance to all applicants prior to interview.
4. To link with stakeholders and attend career events and other relevant activity, to raise the profile of Quickstart opportunities across Blaenau Gwent.
5. To act as a mentor and ensure all candidates are supported within their employment through regular progress meetings.
6. To provide support to both candidates and employers for the duration of their placement, identifying any other training needs and coordinating these with the training provider.
7. To keep accurate and up to date records on candidate and employer progress.
8. To act as a central point of contact for information, facilitating interventions where appropriate to improve the programme delivery for candidates and host employers.
9. Liaise with employers and partners to identify opportunities available for candidates post placement.
10. To provide monthly narratives which will form part of the quarterly reports as scheduled by UK Government in the financial schedule.
11. To gather and provide case studies and evaluations from candidates and host employers to generate press release information.
12. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
13. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
14. To carry out any other duties as may from time to time be required, as directed by your line manager.

1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
5 GCSE's or Equivalent	E	X			
Experience in delivering multi-disciplinary projects.	D				
Experience of working in partnership	E	X			
Experience of working across public and private sector	E	X			
<u>Other Experience</u>					
Experience of various UK Gov funding streams	D				
Experience of working with and mentoring people	E	X			
<u>Knowledge and Skills</u>					
Capable of creative problem solving.	E	X			
Excellent interpersonal skills including presentation, communication and negotiating skills.	E	X			
IT competent – knowledge of spreadsheet applications (Microsoft Windows)	E	X			
An understanding of contracts	E	X			
An understanding of training routes and delivery mechanisms	E	X			
Excellent literacy and numeracy skills.	E	X			
Ability to work under pressure and prioritise	E	X			
Highly motivated	E		X		
Possess a flexible and co-operative attitude	E		X		
Solution orientated	E		X		

2. Welsh Language Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Welsh language skills are desirable (level 0 in all Welsh Language Levels above).	Desirable	X			

	Level 0	Level 1 Entry	Level 2 Foundation	Level 3 Intermediate	Level 4 Advanced	Level 5 Proficiency
Listening/Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading/Understanding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please see "[Welsh Language Skills Guidelines](#)" on the Blaenau Gwent website for further information on the above levels.

3. Special Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
There will be a requirement to work occasionally unsociable hours	E				

4. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Delivering the service	Plans ahead, organises work in advance		✓		✓
	Involves line manager/colleagues in setting and meeting targets				✓
	Reorganises work when necessary				✓
	Sees tasks through to completion whenever possible				✓
	Seeks help if workload becomes unmanageable				✓
	Uses initiative to report issues that arise that impact on others				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Improvement & Change	Is prepared to try new things & feed back results				✓
	Understands that changes are needed if things are to be improved				✓
	Finds new and creative ways of doing things better		✓		✓
	Actively seeks to develop own skills and knowledge				✓
	Learns from mistakes & welcomes constructive feedback				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Providing Excellent Customer Service	Recognises the importance of high standards of customer service		✓		✓
	Is committed to providing an excellent service to the all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues				✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Team Working	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary				✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed		✓		✓
	Uses appropriate language, gestures and tone when talking with others				✓
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation				✓