

<b>Job Title</b>	<b>Youth Employment Hub Manager</b>
<b>Job Family</b>	<b>Economy</b>
<b>Service Area</b>	<b>Planning and Economy</b>
<b>Band</b>	<b>6</b>
<b>Job Reference</b>	

<b>Reporting to:</b>	<b>Responsible for:</b>
Employer Engagement and Support Manager	Employment Support Officers x3 Project Coordinator x1

<b>Team Purpose</b>
Unemployment, jobs and skills will be key challenges for 2020/21, as will the resilience of the Boroughs and the 4 partners' (EBC, New Forest District Council, Test Valley B C and Winchester CC) young people. The team will provide support with employment, careers advice and training in order to support 16-24 year olds to increase skills and ultimately achieve employment through the provision of youth employment hubs (YEH) across the regions.

<b>Role Purpose</b>
To deliver in line with the strategic plan a vibrant, cohesive, developmental and successful employment and skills offer to 16–24-year-olds across the 4 partnership areas. To work with stakeholders and providers to avoid duplication of services. To build a small team of experienced employment staff and develop the Youth Employment Hub and outreach service.

<b>Key Accountabilities</b>
<ul style="list-style-type: none"> <li>• To lead the P4 partnership and attend regular update meetings with relevant members from each LA</li> <li>• To develop effective joint working with partners and stakeholders to ensure a holistic approach in service delivery to young people</li> <li>• To maintain and build on existing relationships with key stakeholders and stakeholders</li> <li>• To deliver outreach and engagement events and other requirements in line with the DWP funding application.</li> <li>• To work closely in conjunction with the DWP and Job centre Work Coaches</li> <li>• To keep up to date on new employment and training initiatives and build on this with working with other agencies</li> <li>• Provide all necessary documents to support the project – risk assessments, partnership agreements etc</li> <li>• To manage and support a team of employment advisors and a project coordinator/administrator to contribute to the development of the service and hubs.</li> <li>• To report to the Employer Engagement Manager and provide timely reports to enable budget</li> </ul>

reports to be submitted to the DWP on time.

- To have responsibility for monitoring, recording and evaluating the project successes and challenges to ensure a consistently high-quality employment provision for young people and be able to demonstrate this to the PSC.
- To provide regular supervision and appraisals of YEH team staff
- To attend YMAM, SkillZone and other multi agency meetings when necessary
- To understand and adhere to EBC policies and procedures and ensure all staff are responsible for doing likewise.
- To be an active member of the operations team and deliver a focused, measurable contribution to EBC's overall strategic plan operating in line with our Business Plan

### Key Objectives

Working with customers	Stakeholders and key stakeholders – work closely to increase provision for YEH
Working towards the Corporate Plan	Raise aspirations and prospects for the young people as the future workforce, providing a thriving economy
Knowledge of services	An understanding of employment initiatives for young people and generally.
Using systems effectively	Mobile technology helpful as this role requires a lot of site visits

### Specific Tasks

Case Management skills	Internal communications
Team work and working with others	The role involves working with established teams within EBC and with staff from 3 other LA's and stakeholders
Enquiries, reports and service requests	Reports are required by the DWP detailing project targets and expenditure. A member of the Finance team will be on hand to assist. Contributions to internal EBC reports will be required from time to time.
Processing and administration	Maintain safe records of communication with young people, DWP, JCP, Stakeholders and partners, with particular care for GDPR and other council policies.
Strategy and policy	Provide regular updates to Strategy Lead for Economy to assist with evolving plans
Performance	Clear objectives will be provided as the timeline is short and the content well defined.

### Qualifications

## Specific Tasks

Degree / relevant qualification and/or extensive work experience in specialist area.

## Knowledge, Skills and Experience

- Experience of working in a business setting
- Experience of delivering projects on time and on budget
- Experience of managing and/or delegating within teams working to tight deadlines
- Methodical and analytical, preferably with experience of research
- Ability to present information clearly
- Experience working with the public
- Good communicator to a variety of audiences
- Able to understand requirements of different stakeholders
- A knowledge of employment, training and skills (desirable)

## Specialist Knowledge

n/a

<b>Signed (Job Holder):</b>		<b>Date:</b>
<b>Signed (Service Lead):</b>		<b>Date:</b>

## The Way We Work Framework

Central to the delivery of the role are the Council's values (Fairness, Ambition, Empowerment) and behaviours and all employees are expected to work within the Council's 'The Way We Work Framework.' These are shared by all employees and applied to everything we do. The points for each behaviour are shown below:

Behaviours	Definition
Think Customer	Recognise and demonstrate an understanding that customers/partners and customer satisfaction are the foundations of the council's organisational success.
Think Colleague	Be willing to work as part of a team and work collectively towards achieving organisational goals
Think Different	Be willing to be adaptable and open to change, learning new things or take on new tasks as required. Display a 'can do' attitude
Take Pride	Recognise and celebrate your own success and those of your colleagues

All employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility. All employees are required to be flexible to undertake out of hours work as required, meetings outside office hours will be routine and officers will be expected to attend. This job description will be supplemented and further defined by annual objectives which will be developed in conjunction with the post holder.

This job description will be subject to regular review and the Council reserves the right to amend or add to the details.

### Key Policies

We are an equal opportunities employer and therefore all staff are expected to comply with our equality policies and help create a work environment in which everyone is treated with dignity, respect, courtesy and fairness. You are also expected to fully comply with Health and Safety Policies and procedures in force to help maintain and develop a safe working environment. In pursuing a practice of continuous improvement and seeking to obtain best value in all aspects of the service, staff will be expected to assist in other such duties as may be allocated for the benefit of the organisation and their own personal development. Staff will be expected to assist if the council has to deal with the results of a civil emergency.

**Some posts will be subject to a DBS check and be politically restricted.**