

Project Worker – **New Leaf, Women’s Turnaround Service**



Main

New Leaf is a Building Better Opportunities project funded by the by European Social Fund and The National Lottery Community Fund. It is an innovative project, targeting individuals furthest away from the labour market in the Cheshire and Warrington Local Enterprise Partnership (LEP) area, to help them in their journey towards employment.

Led by Warrington-based Torus Foundation, working in partnership with other organisations across the area, New Leaf will support over 5,500 individuals, providing a tailored service, giving individual support and direction.

The role is to support women experiencing multiple disadvantages across Warrington and Cheshire WEST area to enable them make positive changes to open up opportunities for education, training and employment through the New Leaf programme.

You will engage with women delivering 1-2-1 support that help them make positive changes in their lives and ultimately moves these women along the path to education, training and employment.

SCOPE OF JOB AND FOCUS OF ROLE

- Service Delivery – 80 %
- People Management and Relationships – 15%
- Sustainability and Business Development – 5%
- Finance and Resource Management – 0%

TERMS & CONDITIONS

Contract Type

This is a *Fixed Term* contract until 30th April 2023

Salary

£21,934. This salary is equivalent to PSS Fixed point 27

Disclosure

As this post requires a Disclosure check, please refer to the Recruitment of Ex-offenders statement on the Applicant Guidance page.

Hours

37 hours per week

Location

Cheshire West and Warrington, The Gateway, 89 Sankey St, Warrington

Annual Leave

25 days per year. In addition to eight paid statutory bank holidays (bank holidays are pro rata for part-time staff).

Pensions

PSS operates an Occupational Pension Scheme with The **People's Pension**.

Conditions of Service

Offers of employment are made subject to the following conditions:

- a) Completion of medical questionnaire
- b) Receipt of two satisfactory references, including one reference from a current or most recent employer.
- c) Authorisation to work in the UK. Under the Immigration, Asylum & Nationality Act 2006 successful candidates will be required to produce documentation which demonstrates their authorisation to work in the UK. Documents may include; Passport; full birth certificate; UK work permit; Home Office letter.
- d) An Enhanced Disclosure. Please note that having a criminal record does not automatically disbar you from working with PSS.

KEY RESPONSIBILITIES

Service Delivery

- To support women in improving their life chances and identify opportunities to engage with education , training and employment within a timeframe
- To undertake comprehensive needs assessments to identify support, and interventions that the women will undertake with you.
- Complete support planning and reviews with the women that ensures their involvement in the process.
- To provide a range of support to women with multiple disadvantages in order to **support women's journey**.
- To refer and signpost the New Leaf participants towards other resources within the community.
- Signpost them for opportunities for education, training and employment.
- To maintain written records/monitoring information and contribute to the collation and presentation of data reports required for quality monitoring purposes both internally and externally.
- To ensure that both Local Authority and PSS Safeguarding policies, procedures and protocols are understood by yourself and others within the service.

People Management and Relationships

- To promote the service with key contacts.
- Network and liaise with external agencies, colleagues within New Leaf partnership and elsewhere to establish and maintain strong partnership working.
- To provide reports back to commissioners and project evaluation team including; attendance, needs addressed, good news stories, and outcomes for women.

Sustainability and Business Development

- Represent the service at local events; deliver presentations as required.
- Influence and develop responses to improve services by ensuring that the experiences of service-users and other agencies inform this process.

Finance and Resource Management

- When identified by the service manager, to be responsible for aspects of the services budget and funding for activities and equipment.
- To complete the required documentation forms accurately, including timesheets, expense forms etc.
- To follow and adhere to PSS financial guidelines.

JOB DESCRIPTION

This job description is a guide to the work you will be required to undertake and represents a range of responsibilities commensurate with the grade for the post. It does not form part of your contract of employment.

PERSON SPECIFICATION

NOTE TO APPLICANTS:

Whilst all points on the specification are important, **those marked 'E' (essential) are the key requirements.** You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

CATEGORY	REQUIREMENTS	METHOD OF ASSESSMENT
EXPERIENCE	Working with women with multiple and complex needs. (E)	A,I
	Working within the criminal justice system. (D)	A,I
	Providing structured support to individuals. (E)	A,I
SKILLS AND KNOWLEDGE	Ability to engage and work a wide variety of people. (E)	A,I
	The ability to work alone using your own initiative. (E)	A,I
	Excellent written and verbal communication skills. (E)	A,I
	Ability to evaluate the impact of the interventions you are delivering. (E)	A,I
	Effective organisational skills including time management. (E)	A,I
	To bring an innovative, creative approach to the service delivery. (E)	A,I
	IT Skills (E)	A,I
	Ability to deliver a wide range of interventions to women including 1:1 (E)	A,I
	Good crisis management skills and ability to deal with stressful and difficult situations. (E)	A,I
	Knowledge of needs assessment and support planning. (E)	A,I
	Knowledge of issue affecting women with multiple needs. (E)	A,I
	Knowledge of issues affecting women in the Criminal Justice System. (D)	A,I
	Safeguarding legislation, policy and procedures (adults and children). (E)	A,I
Awareness of local services/agencies that could work/signpost to enhance service delivery. (E)	A,I	
EDUCATION AND QUALIFICATIONS	Level 2 Diploma in Health & Social Care or comparable qualification. (E)	A
	Car user with a Driving licence and use of own vehicle. (E)	A
OTHER REQUIREMENTS	Belief that individuals can improve their lives given the right circumstances. (E)	A,I
	Work with flexibility according to changing requirements of the service. (E)	A,I

	Committed to equality of opportunity, human rights and anti-discriminatory practice. (E)	A,I
	Commitment to, and demonstration of the PSS values and their application to the delivery of quality services. (E)	A,I
	Commitment to personal development. (E)	A,I

REVIEW ARRANGEMENTS:

The details contained in this Person Specification reflect the requirements of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change and with that the person specification may alter. Existing skills may no longer be required and other skills may be required without changing the general nature of the post or the level of responsibility entailed. Consequently we will expect to revise this Person Specification from time to time and will consult with the post holder at the appropriate time.