

Employment and Money Mentor Job Description

Gateshead

37 Hours per week (Fixed term for a year with a view of extending contract funding permitting)

£25,012 per annum

| 2 Way Tenancy Solutions CIC Mission |
|--|
| <p>2 Way Tenancy Solutions CIC was founded in 2014 as a community interest company to prevent homelessness, increase financial capability with a view to maintaining sustainable communities.</p> |
| Job Role |
| <p>We have had the great opportunity of applying for some Funding to deliver an Employment and Financial Capability Program to the most deprived areas in Gateshead. The project will provide Employment and Money Mentoring support for hard to engage clients who are threatened with homelessness through non-payment of rent. The support will also include bringing them closer to the labour market this is a result of the participants never having worked and, due to other multiple and complex barriers, have been unable to return to employment and reintegrate into the workplace in a way that is sustainable and meaningful. The project will also work with employers to reduce stigma and increase their understanding of the needs of the clients we work with.</p> <p>As a qualified Employment Adviser and Money Mentor you will provide careers advice and guidance helping to achieve work, learning and personal development goals. Working holistically 1:1 you will support clients to develop their Personal Learning Plans and be responsible for supporting them through every stage of their journey, enabling them to address their barriers and realise their aspirations.</p> <p>Money Mentoring will involve providing welfare benefits & welfare reform advice, budgeting advice, energy advice, homeless prevention and money advice to clients, and to support the promotion of financial inclusion in Gateshead</p> <p>With excellent interpersonal skills, you will help support our clients to become more confident and motivated to enable them to achieve their goals whilst at the same time ensuring a consistent and high-quality service.</p> |
| Job Responsibilities |
| <ul style="list-style-type: none"> • To provide individually tailored employment support. • Meet the targets expected of the programme and provide regular reports to management detailing progress and challenges. • Support clients we work with to overcome barriers to employment such as lack of confidence, health problems, issues around addictions, involvement with the criminal justice system, domestic abuse etc. • Assist clients to successfully make the emotional and psychological transition from unemployment to employment or education. |

- Source beneficial training, volunteering opportunities and work placements to support clients to achieve their employment goals.
- Support clients to develop appropriate professional and personal relationships.
- Provide in work support for the people we work with and where appropriate, to their employer.
- Develop relationships with employers supporting them to understand the needs of the women we work with and to improve their perception and willingness to offer employment.
- To ensure clients receive the advice and guidance they need to tackle issues including benefit problems, debt, budgeting skills and have information regarding in work benefits they may be entitled to. Assist customers in appealing any benefit sanctions that may have been imposed on them.
- To provide & deliver high quality, unbiased & impartial & well-informed careers advice & guidance to clients in 1:1 sessions and to inspire them to make better informed learning & career choices.
- Develop collaboratively Personal Learning Plans with clear goals and aspirations, identify barriers & measures to overcome/achieve these aspirations & regularly review progress
- To research information, advice & guidance resources & materials appropriate to individual needs & keep up to date on learning & work opportunities & trend, legislative changes affecting career choice.
- Support with CV development, job search, practice interviews and job matching
- Ensure all delivery evidence is complete and compliant in line with contract & quality standards & that all records are accurate & handled in accordance with appropriate confidentiality & GDPR legislation & guidance.
- Keeping clear & up to date data collection records (paper and electronic) as an integral part of on-going delivery, ensuring all data is accurately recorded on the management information system & provide relevant reports when required.
- To keep up to date with changes in legislation and update policies and procedures when required, as well as cascading this knowledge to internal staff and client groups
- To be resilient when facing setbacks, unforeseen events, obstacles and failures and have coping strategies to manage pressures and stress.
- To meet deadlines, work under pressure and respond positively to changing priorities
- To demonstrate a positive, diverse and inclusive attitude to both internal and external customers and colleagues
- Able to promote the service & maintain professional relationships with partners
- Ensure compliance with funding requirements
- Always present a professional image of 2 Way Tenancy Solutions CIC.

Additional responsibilities

- A commitment to maintaining Continuous Professional Development
- Comply with the Health and Safety policy in all employment practices.
- Comply with the Equality, Diversity & Inclusion Policy and Procedure in all employment practices.
- Maintain a proactive approach to your role & responsibilities along with a commitment to contribute & maintain positive working ethos.
- Maintain a working knowledge of policies & regulations.
- Undertake any training and development deemed necessary for the pursuance of the post.
- Work in a way that contributes to the continuous improvement of 2 Way Tenancy Solutions CIC service.
- Any other duties commensurate with the level of the post.