

Job Description

Position:	Trainee Employment Development Worker
Department/Service:	Future Support
Job Status:	Fixed term – to 31 st March 2025
Hours of Work:	16hrs per week
Working Pattern:	Flexible by agreement.
Leave:	23 days per annum, plus Bank Holidays (Pro Rata)
Location:	Norwich
Salary:	£23,498 per annum FTE (£10,161 per annum actual)

Our vision is of vibrant and strong communities where everybody can live independent, safe and happy lives.

Context and purpose of the job: The Trainee Employment Development Worker joins us as part of the Brighter Futures Project to support those furthest from the job market into education, training, work experience placements, and employment. This is a junior development role designed for individuals with ambitions to start a career in support work. The role is intended to provide comprehensive training and practical experience in a supportive environment.

The Trainee EDW will be the first point of contact for engaging people in their community, particularly those who are underserved or overlooked. The role holder will work directly with participants to create personalized pathways to participation and employment. The EDW Trainee will lead grassroots community-based activities, bringing their lived experience to bear on the project and helping to shape how we operate. By actively engaging with the community, coordinating with various services, and providing holistic support, the EDW Trainee aims to facilitate meaningful progress and long-term positive outcomes for participants.

Personal Profile: The ideal candidate for the Trainee EDW role will be passionate about starting a career in support work and have a desire to make a difference in their community. You will have an understanding of the challenges that long-term unemployed and/or marginalised individuals encounter and the barriers which prevent them from engaging with services.

You will be eager to develop skills in creating tailored action plans, conducting one-on-one coaching sessions, and coordinating with various services to ensure comprehensive support for each participant. Your empathetic, patient, and proactive nature will enable you to build trust quickly and effectively motivate participants to achieve their goals.

The successful candidate will be a strong advocate for the individuals you support, capable of identifying and addressing structural barriers to employment. You will demonstrate resilience, adaptability, and a commitment to empowering participants to achieve sustainable employment outcomes. As a team player, you will work collaboratively with colleagues, partners, and employers while also managing your responsibilities independently with confidence and professionalism.

A willingness to learn coupled with a desire to help others at a grass-roots level will be a distinct advantage for any candidate.

About Future Projects: Future Projects is a registered charity which was founded in 2000 by two volunteers who had become increasingly frustrated at the social exclusion, poverty, and lack of support available in their local community. They recognised that the issues people faced on their local housing estate in Norwich – one of the most deprived in the U.K. – could not be resolved by simply addressing one problem at a time in isolation. So they set about working with the local community to understand their needs and ambitions, and developed projects in youth work, education, media and advice along the way.

Today, we aim to help people in difficult situations build in their strengths and capabilities, and to develop the skills confidence and resilience to take control and transform their lives. We do this by providing high quality services in the community which promote education, health & wellbeing, skills, employment and improved life chances.

Our current projects and services are organised in three distinct departments as set out below.



Key deliverables

1. Community Engagement and Outreach

- Act as the first point of contact for engaging people in the community, particularly those who are underserved or overlooked.
- Conduct initial assessments and support the creation of personalised Collaborative Support Plans for each participant, identifying key targets and milestones.
- Lead grassroots community-based activities to build trust and encourage participation, leveraging your lived experience.
- Provide peer-type support to participants, ensuring they feel understood and supported in their journey towards employment.
- Engage with other service providers to identify ways of complementing and adding value to existing activity through this project

2. Participant Support and Development

- Develop and maintain a supportive relationship with participants throughout their involvement in the program.

- Assist participants in overcoming practical barriers to training, work experience, or interviews, including transport solutions and childcare arrangements.
- Support participants' personal wellbeing using the Warwick Edinburgh Wellbeing Scale and adjust support strategies accordingly.
- Provide regular one-on-one sessions to review and update support plans, ensuring participants are making progress against agreed milestones.

3. Skills Development and Employment Readiness

- Assist in identifying and addressing low level barriers to employment
- Facilitate the development of basic and soft skills required for employment, including confidence, motivation, resilience, and active living.
- Engage participants in alternative activities like community groups, healthy living workshops, and volunteering to build necessary skills for the workplace.
- Provide guidance on the expectations of the modern workplace and support participants in adapting to these standards.
- Work with the EDWs to identify training needs and develop solutions around the needs of participants and employers

4. Job Search and Employer Engagement

- Work with the EDWs to support participants in the job-seeking process, from identifying suitable job opportunities to preparing for interviews
- Act as an advocate for participants, providing emotional and practical support as they move into training, work placements or employment
- Work with the EDWs to utilise the flexible funds provided by the project to remove barriers to participation, such as covering travel costs, childcare, or training fees.

5. Monitoring, Reporting, and Continuous Improvement

- Keep accurate and up-to-date records of participant progress, support plans, and interventions.
- Provide regular reports and updates to project leads, ensuring compliance with monitoring requirements and contributing to program evaluation.
- Participate in team meetings and training sessions to share best practices and improve service delivery.
- Continuously seek feedback from participants and partners to refine and enhance the support provided, ensuring it remains relevant and effective.

6. Financial Management

- Follow the organisation's financial procurement procedures to purchase minor items as required and under the direction of line managers and senior staff.

7. Other duties and responsibilities

- Promote the aims, policies, and objectives of Future Projects.
- Develop a good working knowledge of the operational area, its demographics, key communities, voluntary, private and public sector contacts, networks and partnerships
- Maintain confidentiality in the working environment, ensuring that the privacy and dignity of clients are protected at all times
- Undertake such other duties as may lie within the scope of this post

This role profile is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments in the service.

Job environment: significant flexibility in working patterns and hours will be afforded, however the majority of the post's working time will be during ordinary office hours, with a mix of home and community working and in-office presence. This includes regular visits to the charity's premises and bases of operation across Norfolk. On occasions there will be a need for evening and weekend work subject to the needs of the charity.

Supervision: The post holder will report directly to the Senior Employment Development Worker and will be subject to regular performance reviews and support sessions.

Line Management Responsibility: The post has no direct line management responsibility.

Health and Safety/Safeguarding: The post holder must comply with policies and procedures relating to health and safety, security, confidentiality, data protection, vulnerable adults and safeguarding children, and preventing extremism and radicalisation; and report all concerns or disclosures to the appropriate person.

Future Projects is committed to safeguarding children and vulnerable adults and expects all staff and volunteers to share that commitment. Our primary concern is always the safety and wellbeing of children and vulnerable adults.

- The Charity's Designated Safeguarding Lead for Children is: Jane MacLennan– Deputy Head Teacher at Future Education: j.maclennan@futureeducation.org.uk 01603 251 310
- The Charity's Designated Safeguarding Lead for Vulnerable Adults is: Grace Richardson – Support Services Manager: g.richardson@futureprojects.org.uk 01603 250 505

Future Projects will provide a programme of induction and training to include Health & Safety and Safeguarding, and will make external training available as required.

Equalities: The post holder must be aware of, support and promote equality and diversity in all its forms, and ensure that clients have equality of access to the services on offer. In the context of this role, this includes being mindful of audiences' access requirements to information, facilities and services and making reasonable adjustments where appropriate.

Future Projects is an equal opportunities employer, a Living Wage employer, and a Disability Confident employer; more information available on request.

Pre-employment checks: Employment will be subject to satisfactory pre-employment checks such as right to work in the UK and enhanced checks from the Disclosure and Barring Service. Please see the application form for guidance.

Application Guidance

When completing your application form, please refer directly to the **Context and Purpose of the Job** and **Personal Profile** sections of the job description.

Please include relevant details of your training, experience, knowledge and skills in relation to these sections. Applications will be shortlisted for interview on the basis of this.