

## Ways Into Work Outreach Worker

### Job Brief

Newlon Fusion, the community development and training charity of Newlon Group, is seeking an enthusiastic and motivated Outreach Worker to work on the Ways into Work employment and skills initiative in Hackney. You will engage with unemployed residents in Clapton Park and across Newlon Housing Trust's housing stock to assist them into work and training.

We work with individuals and neighbourhoods to improve their quality of life through employment and training, environmental, youth, healthy living, and family-focused projects. Newlon Fusion also has a team of specialist trainers delivering employability skills, vocationally-related qualifications and personal development courses.

Ways into Work is a Hackney wide programme that works with housing providers to identify residents who would benefit from training and support to find a job. Newlon Fusion has been working on the initiative since June 2008 and so far has helped over 170 people into training or employment. Ways into Work has now been extended and there will be an enhanced role for the Outreach Worker to provide information, advice and guidance to the people he/she works with.

Reporting to the Regeneration Projects Manager at Newlon Fusion, you will work closely with all partner organisations, develop appropriate strategies to maximise potential registrations and be responsible for providing all necessary monitoring information.

You will have experience of community engagement and working in an inner city environment. You will either be trained to NVQ3 in information, advice and guidance or willing to undertake training to achieve that qualification.

This post will require you to undertake a satisfactory enhanced level, Criminal Record Bureau (CRB) Clearance.

Please apply by CV and covering letter addressing the Person Specification in detail to:

Christopher Newport  
Regeneration Projects Manager  
Newlon Fusion  
Newlon House  
204 Hoxton Street  
London  
N1 5LH

If you would like to discuss the position, please telephone Christopher Newport on 020 7033 4654

**Closing date:** Tuesday 1<sup>st</sup> July 2009

**Interview:** Thursday 9<sup>th</sup> July 2009

## **TERMS AND CONDITIONS**

**Salary:** £27,000

**Hours:** 35 hours per week to include some evening and occasional weekend work. No overtime payment is payable. Time off in lieu is allowed.

**Holidays:** 27 days a year plus bank holidays

**Pension:** No current pension but under review.

**Probation:** Six months

**Notice:** One month on completion of probationary period.

FULL TERMS AND CONDITIONS WILL BE ISSUED ON APPOINTMENT

**PERSON SPECIFICATION: WAYS INTO WORK OUTREACH WORKER**

**Experience, Skills and Attributes**

<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Experience of liaising and successfully engaging with hard to reach groups</li> </ul>	
<ul style="list-style-type: none"> <li>• Experience of working with parents and lone parents particularly those from deprived backgrounds</li> </ul>	
<ul style="list-style-type: none"> <li>• Experience of providing information on support and guidance around training, employment and skills development and childcare</li> </ul>	
<b>Skills</b>	
<ul style="list-style-type: none"> <li>• Ability to work with adults to explore their learning and employment needs</li> </ul>	
<ul style="list-style-type: none"> <li>• Excellent verbal, written communication, interpersonal skills and the ability to liaise, work and negotiate with a variety of individuals, groups, communities, voluntary, and statutory authorities.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to engage individuals, colleagues and partners effectively</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to use networked IT efficiently and in the appropriate manner.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to plan and manage own workload, and meet deadlines.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to plan and organise events</li> </ul>	
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>• A good understanding and knowledge of how to engage adults, particularly parents and lone parents, in learning and employment activities.</li> </ul>	
<ul style="list-style-type: none"> <li>• Knowledge of good practice in the field of community engagement and client support particularly within the field of employment and skills development</li> </ul>	
<ul style="list-style-type: none"> <li>• A working knowledge and commitment to diversity and equality</li> </ul>	