

Job Capsule Information: Employability Worker

This supplementary information for *Employability Worker* is for guidance and must be used in conjunction with the Job Capsule for Job Family Business Services Job Level 3 Zone 1

Camden Way Category: 3

It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

Role Purpose:

This role is an integral part of the Integrated Early Years Service's Employability Team, based at a Children's Centre, working as a part of a multi-agency team. You will liaise with and support parents of children under 5 in Camden and will work with partners and community organisations to encourage the use of employability services. You will also match services to parents' needs and track progress.

Example outcomes or objectives that this role will deliver:

- Engage with workless and low income parents
- Supporting workless and low income Camden parents through one-to-one support with the objective of supporting 85% of clients improve their employability, self-esteem/motivation and move forward along their journey towards employment
- Promoting IEYS services to both external and internal services
- Plan and facilitate employability workshops and job search sessions
- Keep accurate and appropriate records of client activity

People Management Responsibilities: N/A

Relationships;

Internal relationships: Working part as children's centre multi-agency team consisting of family support workers, health visitors, welfare rights advisers. External partners: local employers and training providers, Jobcentre Plus offices within the borough, recruitment agencies

Work Environment:

Office based, at one of 5 Camden's Children's Centres.

Technical Knowledge and Experience:

- We will look to you to work throughout the borough to ensure parents are fully supported to achieve economic well-being. You will need to show evidence of experience of employability work, knowledge of welfare to work sector and of working within an early years setting and/ or with parents.
- You must be an excellent communicator who will be able to promote the service internally and externally.
- You will be qualified to NVQ level 3 in IAG
- A good understanding of our customers, their different communities and their different needs is vital in order to fulfil the outcomes of this role, as is an understanding of the importance of accurate record keeping, both electronic and hard copy
- Experience of delivering 121 support and group sessions is vital, alongside experience of working in a multi-agency setting

This post is exempt from the Rehabilitation of Offenders Act and will require an Enhanced DBS

Camden Way Five Ways of Working

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please visit by clicking [HERE](#)