

Working across our accommodation service, the post holder will work directly with individuals who are in temporary supported accommodation due to experiencing domestic abuse and/or sexual violence including those presenting with complex needs. The post holder will offer support in a trauma informed way, and work with individuals adopting a whole systems approach to safeguarding and support planning. This specialist role will focus on the planning and delivery of group programmes to enhance skills and learning around ICT and employment for our residents. The role will support the holistic support packages to ensure individual goals are achieved, and individuals exit the service with increased confidence when using technology, in digital safety, and reduce risk related to technology abuse, feeling empowered moving towards independence.

**Prime objectives of post**

1. To plan and deliver a programme of ICT and employment skills to clients so that they feel empowered and confident to use a variety of technology safely in their daily life and feel equipped to seek employment.
2. To develop, use and promote participatory methods that are effective and can be adapted to the changing needs and level of learning ability of the client group.
3. To support clients to achieve their learning goals by addressing their needs.
4. To work collaboratively with internal and external partners to develop a robust programme of activities and workshops for clients within the accommodation service.

**General Duties**

1. To be familiar with the aims and objectives of the organisation and the wider consortium partnership arrangements
2. To remain up to date on all legal and practice issues relating to the role
3. To always adhere to the Code of Conduct
4. To maintain statistical data and information to contribute to the monitoring and evaluation of services.
5. To ensure that the service complies with the legal framework that protects the safety of vulnerable adults and children, adhering to the Local Safeguarding Adult & Children's Board policies and procedures and the practical implications of this are understood.

**Range of Duties**

1. To plan, prepare and teach a programme of activities and learning in a trauma informed way for clients individually and in groups, around ICT and development of skills to increase confidence and employment prospects.
2. To support clients to achieve individual goals by addressing their needs through assessments to determine the need and level of learning ability and confidence, and plan activities and lessons accordingly, to achieve positive outcomes.
3. To work across the different accommodation sites in Bradford and Keighley, proactively contributing toward nurturing a warm, open, and transparent environment.
4. To deliver activities and group work by motivating and incorporating a pro social modelling way of working to encourage participation, helping to overcome barriers to learning and promote behaviours that improve overall wellbeing.
5. To recognise any knowledge gaps and to further help develop future learning, review the delivery of the activities and lessons through continual evaluations, test and learn methodology and client feedback.
6. To develop resource packs that clients can refer to during and after successful completion of the learning and activities.

7. To develop close links with the local communities to help build stronger network, and signpost to, advocate or work in partnership with internal and external specialist providers to maximise opportunities for holistic support packages and integration.
8. To keep abreast of any new learnings, develop your practice and skills and engage in new initiatives and share best practice with colleagues.
9. To input accurate data onto the OASIS case management system ensuring it is updated in a timely manner with relevant information.

*The duties of this post may vary from time to time, without altering its overall nature.*

This information is designed to help employees understand and appreciate their role within the organisation and across the partnership contract offer. The following points should be noted:

1. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore have been used which assume that all the usually associated routines are included.
2. Employees should not refuse to undertake any work, which is not specified on this form.

<b>Personnel Specification</b> (Essential unless stated)	
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>▪ A proven record of developing, planning and delivery of a programme of learning</li> <li>▪ Experience of conducting assessments to determine level of learning ability and planning individual learning plans (Desirable)</li> <li>▪ Experience of working with vulnerable clients (Desirable)</li> <li>▪ A proven track record of partnership working and to have the skills and ability to build and maintain positive relationships with partners (Desirable)</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Ability to design and adapt programmes of activities and learning to meet the changing needs of clients</li> <li>▪ Ability to engage, motivate and inspire vulnerable client groups, facing multiple barriers to integration, to achieve their learning goals</li> <li>▪ Ability to work independently and think creatively</li> <li>▪ Ability to operate within a quality assurance framework, ensuring objectives and targets are met on time</li> <li>▪ Excellent time management, organisational and planning skills</li> <li>▪ Speaker of another language (Desirable)</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>▪ Ability to work independently as well as within a team</li> <li>▪ Excellent interpersonal, written and verbal communication skills with the ability to influence, coach and negotiate with clients and partners</li> <li>▪ Understanding of confidentiality and safe working practice in accordance with safeguarding legislation, General Data Protection Regulation and other legal requirements</li> <li>▪ Ability to critically assess own performance and experience of delivering services to meet quality standards and agreed outcomes and output</li> <li>▪ An understanding of the feminist perspective on how gender, social, economic, race, cultural, linguistic, religious and sexual orientation issues may impact on people's lives</li> <li>▪ To demonstrate a commitment to the principles of equal opportunity and diversity ensuring inclusivity across all aspects of service delivery</li> <li>▪ High level of self-motivation and ability to think creatively with a 'can-do' attitude that can inspire others</li> <li>▪ Ability to deal with changing priorities and unique situations and respond effectively to these seeking to resolve issues promptly</li> <li>▪ Empathic, non-judgmental, non-directive and anti-discriminatory approach</li> <li>▪ Must have a current driving license with access to a vehicle for work purposes</li> <li>▪ Undergo a DBS check with a successful outcome</li> </ul>
<b>Education / Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Educated to at least Level 2 in English and Maths</li> <li>▪ Level 3 Award in Education &amp; Training or similar IT or ICT skills qualification</li> <li>▪ A qualification or experience in delivering ICT and digital skills training to adults</li> </ul>
<b>Our values are - Inclusivity, Integrity Passion and Drive</b>	

Terms and Conditions of Employment			
<b>Job Title</b>	<b>ICT and Employment Skills Trainer</b>		
<b>Salary</b>	£28,735 FTE per annum (£22,988 actual per annum) Fixed term for 12 months		
<b>Hours of Work</b>	30 Hours per week (over 4 days) The post holder may be required to work some unsocial hours. Flexible working – core hours are 10am until 4pm – see Flexible working policy		
<b>Annual Leave</b>	30 Days (pro rata for part time employees.)  The annual leave year runs from 1 <sup>st</sup> April to 31 <sup>st</sup> March.		
<b>Bank Holidays</b>	8 Statutory Bank Holidays (pro rata for part time employees)		
<b>Pension</b>	Staying Put offers an employer contribution of 3% to the company's stakeholder pension scheme with auto enrolment after 12 weeks. Employees can contribute on a regular basis to their pension plan.		
<b>Wellbeing</b>	Staying Put regards the health and well-being of their staff as pivotal to creating a healthy workforce. Therefore, Staying Put provides an EAP service to all staff and a quarterly wellbeing bonus to all staff confirmed in post. Agile Working and Flexible Working policies are in place to assist with work life balance.		
<b>Employee Benefits</b>	An employee discount scheme is in place for all employees.		
<b>Probationary Period</b>	The post holder will need to satisfactorily complete a 6-month probationary period.		
<b>Expenses &amp; Car Usage</b>	Expenses are reimbursed in line with the expenses policy. 45p per mile is paid to staff that use their own vehicles for journeys they have to take in the performance of their duties.		
<b>Sickness</b>	<b>Years of service</b> Up to probationary period  Post Probationary period	<b>Full pay</b> SSP Only  2 months	<b>Half pay</b> SSP only  2 months