



Head of Employment Skills Programme

A note from our CEO

For over 40 years, The ClementJames Centre has been offering local people the skills, knowledge, opportunities and support they need to achieve their potential. We have come a long way in that time – from a straightforward homework club to a well-established community support charity, transforming the lives of close to 3,000 people each year.

Our dedicated staff team is essential to the success of everything we do. Together, we work towards creating a fairer society where everyone gets the opportunity to achieve their ambitions. We do this by providing high quality services driven by individual needs. Working at ClementJames will put you at the forefront of making positive social change, helping local children and adults to grow and succeed.

Our programmes and services have expanded substantially over the past five years and we have exciting plans for further development. At this important time, we are looking for a high calibre candidate to join our team as the Head of our Employment Skills Programmes. You will be responsible for implementing the strategy for our delivery strands supporting our clients with building skills and achieving employment, training and personal development goals. You will help build and maintain meaningful relationships with local employers, public sector agencies (e.g. Job Centres). You will have a passion for understanding the challenges that our clients face and support, and working with Senior Management to ensure that programmes develop and evolve to reflect these issues. You will report to the Chief Programmes Officer and work alongside other managers who have their own programme focus areas.

ClementJames recently introduced a 9 day fortnight policy through which, staff members will work 9 days over a fortnight and have a Friday off. We have introduced this as a way of prioritising staff wellbeing, and ensuring individuals have a strong work-life balance. This policy will apply to you.

If you believe that everyone should have the opportunity to realise their ambitions and live fulfilled lives and you would like to join a dynamic, innovative organisation, then The ClementJames Centre could be the perfect career choice for you.

Dami Solebo



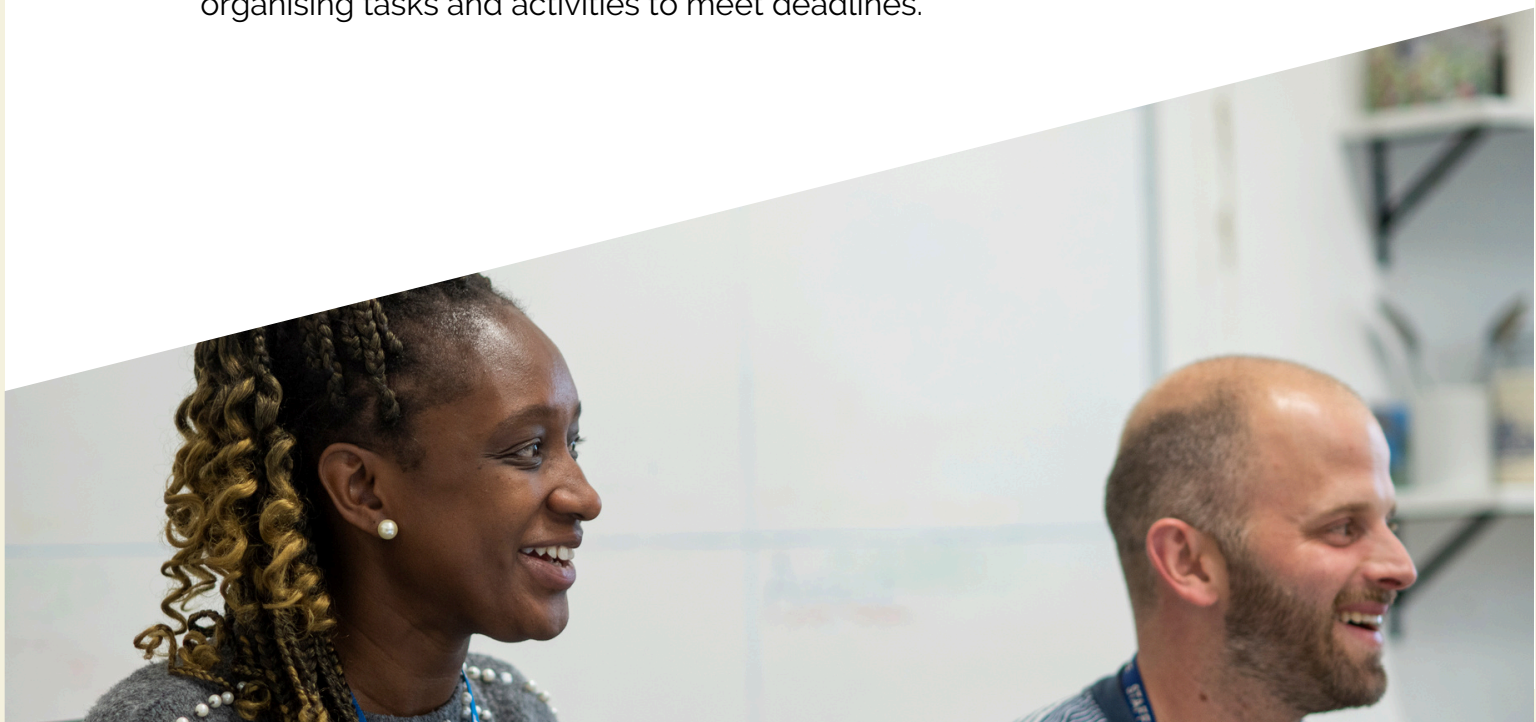
Job Purpose

The post holder will be responsible for leading and managing the delivery of The ClementJames Centre's Employment Provision, ensuring comprehensive, high-quality support for our clients. This role will provide strategic oversight and operational management of the Employment Team, ensuring alignment with the charity's objectives and positive outcomes for clients accessing our support. Our employment work consists of running one to one, and group sessions, to work alongside clients to help them improve work readiness and find meaningful progression opportunities. The manager will lead a team of advisors responsible for providing sessions to build soft skills e.g. confidence, and also finding suitable employment, volunteering and training opportunities in line with individual needs and goals. The post holder will establish and nurture key relationships with both internal and external stakeholders, including local charities and corporate partners. They will monitor and evaluate programme effectiveness, contribute to the strategic vision of the charity as a member of the Senior Leadership Team, and uphold safeguarding standards and diversity, and inclusion across all areas of responsibility.



Person Specification

- Ability to demonstrate strong leadership skills, and the ability to be an inclusive and supportive manager;
- An understanding of the issues and challenges facing unemployed and marginalised groups from the labour market;
- Experience working with adults who have faced obstacles to finding employment;
- Be able to demonstrate strong communication skills with the ability to set expectations and deliver clear messages;
- Experience of building relationships with internal and external stakeholders;
- Experience of working in a high demand, service user focused environment with demonstrable resilience and the ability to use a wide range of technologies to support service delivery;
- Up to date knowledge of safeguarding systems, best practice, research, and legislation;
- A proven ability to provide appropriate intervention to a child or adult who is presenting with a safeguarding concern;
- Ability to think and work on own initiative through prioritising, planning, organising tasks and activities to meet deadlines.



Main duties and responsibilities

Key Relationships - Internal

Collaborate with all delivery services within the charity to help provide a holistic package of support to clients.

Key Relationships - External

Maintain and create new relationships with key partners such as schools, local charities and the local authority.

Line management

- Provide line management and supervision of the Employment Team, inclusive of but not limited to, training, probation reviews and appraisals;
- Support direct reports with their professional development;
- Ensure that direct reports meet their KPIs;
- Conduct observations of staff and provide feedback.

Programme Strategy and Delivery

- Ensure that all targets related to the charity's Employment Programmes are met;
- Ensure that strategic objectives (set by SMT) are achieved;
- Produce an annual calendar of activities in line with targets and strategic objectives;
- To hold a caseload of employment clients and work with direct reports to facilitate group workshops;
- To manage the programme's budget and ensure that it is delivered within target.

Monitoring and evaluation

- To analyse and evaluate programmes and make changes accordingly;
- To report to Senior Management Team (SMT) and Trustees on the progress of the employment programme;
- Regularly reviewing the programme resources to ensure a high quality service.

Key Skills & Experience

General

- To be an active member of the charity's Senior Leadership Team (SLT) and contribute to the wider strategy of the Charity;
- To be an active member of the charity's safeguarding team and provide safeguarding support to staff as and when required;
- To conduct and approve risk assessments as and when required;
- To ensure that The ClementJames Centre's policies and procedures are met, including but limited to, the charity's Diversity, Equality and Inclusion policy and the charity's Health and Safety policy.

Any other job-related duties as assigned

Although core duties of the post are set out above, a flexible approach to work is essential. The post holder may be required to adapt the above duties to take account of changes in work practices and to ensure compliance with all necessary regulations and legal requirements; and to undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post.



Safer Recruitment


As an organisation, we are committed to creating and fostering a culture that promotes safeguarding and the welfare of children and adults at risk.

Our safer recruitment practices support this by ensuring that there is a consistent and thorough process of obtaining, collating, analysing and evaluation information from and about candidates to ensure that all persons appointed are suitable to work with our children and adults.

The recruitment and selection of our people will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

Our principles:

- Always seek to recruit the best candidate for the role based on merit, including their skills, experience, motivation and competencies. Our robust recruitment and selection process should ensure the identification of the person best suited to the role and the organisation.
- Committed to diversity and equality of opportunity and will interview all applicants (internal and external) who self-declare at application as having a disability, and who meet the minimum requirements in the person specification of the vacancy applying for.
- We will make reasonable adjustments at all stages of the recruitment process in order to enable successful candidates, who declare disabilities, to start working or volunteering with us.
- Any current member of staff, volunteer or client who wishes to apply for vacancies and is suitably qualified will be considered and addressed fairly and objectively based on their merit.
- As an organisation committed to safeguarding, we will ensure all under 18's joining the organisation will have ongoing risk assessments to ensure their role and activities are safe and appropriate.
- All documentation relating to candidates will be treated confidentially in accordance with the GDPR legislation.

A woman with brown hair, wearing a grey sweater and a blue lanyard with 'STAFF' written on it, is engaged in a conversation with two men in dark suits. They are in a room with a white wall and a bookshelf in the background. The woman is looking towards the man on the left.

To find out more, please contact:

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