



Job title	Employability Coordinator
Salary	£27,556 FTE (Pro rata) £9,185.33 actual
Working hours	12.5 hours per week (average) including regular Fridays and Saturdays (initially funded for 12 months)
Annual Leave	25 days (FTE based on 37.5 hours per week) pro rata based on actual hours worked.
Post-holder's immediate supervisor	Service Manager

STAA is a small charity dedicated to improving the skills, health and wellbeing and community connections of local people through activities within our inspiring green spaces on St Anns Allotments.

Primary Role

This new role will provide employability opportunities and support for our City and Guilds horticulture students and volunteers enabling them to access opportunities and progress into sustainable employment or self-employed careers. You will raise awareness of the diversity of horticulture career opportunities available to them through the provision of group employability workshops and 1:1 tailored support. You will engage with a range of employers to coordinate a programme of employer talks and visits, and work directly with students and employers to arrange work experience opportunities supporting student and volunteer progression. Delivery will take place from our 3 project sites on St Ann's Allotments in Nottingham and in community settings as appropriate.

Principle duties and responsibilities:

The post holder will:

- Work with students to identify individual employment goals and interests
- Identify and engage a diverse range of horticulture employers and coordinate a programme of talks and visits
- Organise and deliver practical workshops and support students with specific jobsearch skills including preparing a CV, running your own business, business planning etc.
- Arrange work experience opportunities for students and volunteers to help them gain real world experience and explore different work environments.
- Targeted outreach activity to engage with target audiences, promote inclusion and equality of access to opportunities
- Reviewing and evaluating all activities to support organisational learning and the delivery of excellent experiences and learning opportunities for participants.



- Promoting volunteering opportunities, including young volunteers, and contributing to their development

The post-holder will also be required to:

- Complete accurate project activity recording, monitoring and reporting within specified timescales
- Undertake risk assessments and ensure that all health and safety policies and procedures are adhered to
- Attend supervision and team meetings as required
- Work collaboratively with other members of the STAA team to meet wider project objectives
- Attend training as required to support organisational and project objectives
- Carry out any other tasks which may be reasonably regarded as falling within the requirements of this role

In carrying out the responsibilities described in this job description the post holder is expected to demonstrate commitment and behaviours consistent with STAA's Equality & Diversity policy and to promote and apply this consistently with all project beneficiaries, volunteers, community members, partners and colleagues.

As a condition of employment, the post holder will be required to undertake a DBS check.

Staff supervised by the post holder: None



Employability Coordinator Person Specification

Criteria	(E)Essential (D) Desirable	Requirement	Selection Method
Knowledge & Experience	E	Experience of supporting unemployed / underemployed people or career changers into employment	AI
	E	Excellent knowledge of the local labour market	AI
		Knowledge of horticulture careers and opportunities	
	D	Understanding of horticultural activities and practices	AI
	E	Knowledge of the local St Ann's Community and wider Nottingham City community, its local services and infrastructure.	AI
	D	Experience of working with adult learners and/or volunteers.	AI
Skills/Abilities Interpersonal	E	Excellent communication skills and the ability to engage a variety of audiences.	AI
	E	Organised and able to plan and coordinate activities and events	AI
	E	Ability to inspire trust and confidence in employers, students, volunteers and partner organisations.	AI
	E	Ability to work effectively as part of a team to achieve shared outcomes and priorities.	AI
	E	--Persuasive and able to engage support from Employers and partner agencies	AI
Skills/Abilities Other	E	Able to support individuals to achieve their goals	AI
	E	Self-motivated, able to work on own initiative and as part of a team.	AI
	E	Able to work in physically demanding environments, outdoor settings and weather conditions.	AI
	E	A full driving licence.	AI



	D		AI
Equality, Diversity and Inclusion	E	Evidence of and commitment to putting equality, diversity and inclusion policies into practice.	AI
Flexibility	E	Able to work pre-identified sessions that will be booked in advance.	AI
	D	Willing to work outside 'normal working hours' as required, including evenings and Saturdays	AI
Reference / Background checks	E	Suitable reference checks with no indication of unsuitability for the role	Post offer of employment

A = Application

I = Interview