



Sheffield
Futures

Applicant pack:
Employability & Wellbeing
Coordinator



Let's do better
for Sheffield's
young people

About us

Sheffield Futures exists to support young people to feel well, have a voice and get into the training, education or work that's right for them.

As you would expect, young people are central to all we do. Whether we are working with other organisations like schools or GP surgeries, planning events at our premises in Star House, seeking funding and even recruiting staff we aim to have a positive impact for young people. That means involving young people wherever possible and ensuring that we listen and give a voice to young people in Sheffield.

All of our services and projects seek to work with young people and adults to have a demonstrable impact against one or more of our goals:

- What we do is clear to those who work for us, with us, use us and fund us
- Our support is developed to include more people who need our help
- We use what we have – our influence, our buildings and our money - responsibly and well
- We are the kind of employer people want to work for

Guiding us are four main values that drive our planning, our work and our growth:



Empowering – We deliver services to bring about measurable impact on the lives of those who need us, advocating for those that have no voice of their own and building their confidence to make positive life choices



Inclusive – We respect the rights, differences and dignity of others, offering a safe, responsive environment for those who work with us and for us



Collaborative – We work in partnership with organisations and individuals to influence local policies; campaign for those we work with; and make sure that the voice of the people that use our service is at the heart of everything we do.



Expert – Using local data and evidence, we understand what we need to do, how to do it and when to improve. We have high standards and expectations of ourselves to do a great job.

You can find out more about our work and the impact we have already had on our website [Homepage - Sheffield Futures](#)

About the role

The Employability Team at Sheffield Futures delivers a broad-based employability service to enable a smooth transition into learning and work. We recognise the importance of wellbeing in both moving into work and staying in work. With this in mind our employability projects are supported with our health & wellbeing expertise.

Successful programmes have included Feel Well, Work Well providing mental health/wellbeing support with Employability for 16-25 age group and Ambitions (Apollo Too) that delivered employability support for care leavers aged 18-25. And we are driven to build on these successes to continue support for those looking at careers options and progressing into education, training, and employment.

In this role you will lead on the delivery of existing and new exciting projects to support and develop our integrated services focussing on employability and wellbeing for young people. You'll work closely with colleagues and manage a small team of project coaches.

You can find more about our employability and wellbeing service here: [Employment - Sheffield Futures](#)

Working for Sheffield Futures

The Sheffield Futures team is united by a commitment to young people. From Counsellors to Reception, from Youth Workers to Accounts each of us work to support young people.

Our culture balances professionalism with friendliness – and making sure that we also have time for fun! In line with our organisational values we look to work closely together, sharing expertise and working hard to achieve our goals.

The diversity of our team is hugely important to us, bringing different ideas and perspectives that better help us to support young people.

We're also a learning organisation. Continuous professional & personal development is supported & encouraged. We seek to identify ways to improve and keep moving forward.

Our employee benefits include:

✓ 25 days holiday plus bank holidays (pro rata if part time), rising to 30 days plus Bank Holidays after five years' service

Life Assurance associated with your pension

✓ Employee Assistance Programme

Flexible working: many roles are eligible for flexible working, so staff can adjust the time they start

✓ and finish work to manage work and personal commitments.

Hybrid working: many roles are suitable for hybrid working, meaning staff can work from Star House

✓ and from home. Client-facing staff work in various locations across the city (such as schools and GP surgeries).

Local Sheffield discounts.

✓ Wellbeing benefits: access to Westfield Health; Cycle to Work Scheme; Gym Membership Discount Scheme; free eye test and flu vaccination vouchers

We are proud to be a Disability Confident employer, a Living Wage employer and Mindful Employer.



Job Description

Job Title:	Employability & Wellbeing Coordinator
Grade and salary:	SP23, £35,095 pa
Department/Site Location:	Hybrid Working: Home / Star House
Report To:	Head of Delivery
Responsible for:	Delivery team for project delivery
Version Date:	January 2024

Job summary:

The purpose of this role is to coordinate the delivery of integrated young people's services, focusing on employability and health & wellbeing services. The postholder will provide leadership and management of the delivery team for a changing set of programmes that focus on or include employment support with integrated emotional health and wellbeing interventions (1-1 support or structured groupwork models). This role is responsible for developing, implementing and overseeing Project Delivery Plans and the achievement of contracted outcomes, as well as specific project components such as communication with referral agencies, partners and funders.

Working closely with the Finance and Compliance Team, the role will ensure effective performance management, risk analysis, monitoring and evaluation of local delivery. The post holder is also expected to contribute to organisation-wide processes, priorities, and organisational development as well as securing forward funding alongside the Communications and Business Development Manager.

Key Responsibilities:

Operational

- Be the central point of expertise and knowledge relating to employability programmes within Sheffield Futures.
- Develop and deliver service pathways that ensure that young people can engage with Sheffield Futures' range of wellbeing and employability services in a seamless way.
- Deliver a portfolio of services that develop Sheffield Futures' employability and wellbeing offer consistently in a context of changing funding lines.
- Ensure maximum impact from the delivery team, working across priorities to meet multi-contract targets as required.
- Develop where needed (or implement when available) cross project strategies, partnerships, and good practice to increase positive outcomes for participants.

Operational

- Ensure that internal and external delivery staff provide a co-ordinated, consistent, and high-quality approach to project delivery.
- Ensure accurate recording of activity to monitor current delivery and inform future commissioning and bid writing.
- Use robust evaluation systems to demonstrate impact for different funders, ensuring effective use of Sheffield Futures MI system “Charity Log” and other relevant databases.

People Management

- Line manage and supervise delivery team staff.
- Co-ordinate the work of the delivery team in order to meet multi project milestones and objectives.
- Provide regular supervision and performance development review of team members, identifying development needs and opportunities, and applying HR policies as appropriate.

Business & Relationship Management

- Identify, develop and maintain relationships, ensuring regular engagement and coordination, with key strategic partners, including any relevant internal or external Steering or Operational Group that may be require engagement.
- Represent Sheffield Futures externally to promote the relevant delivery projects.
- Develop and maintain relationships with all key operational partners to ensure effective management of the agreed delivery plans.
- Ensure monitoring and evaluation of the project delivery through developing plans, indicators and processes that meet with the Finance and Compliance Team contract requirements.
- Raise the profile of Sheffield Futures and its funded projects by supporting the Finance & Compliance Manager to produce and disseminate appropriate information materials in line with Sheffield Futures’ and funder guidelines and practice.
- Provide information to Sheffield Futures’ communications team for external communication purposes.
- Ensure recognition of funders in all relevant project communications.

Finance & Resources

- Ensure timely and accountable narrative to meet funders’ requirements.
- Manage and monitor expenditure on the Sheffield Futures delivery element of identified contracts.
- Any other financial duty or responsibility that may be required in view of changing project obligations.

All staff are expected:

- promote equality of opportunity and take every opportunity to eliminate discrimination in their work.
- take reasonable care with regard to him/her/them as well as for any colleagues or visitors who might be affected by any act or failure to act by the post holder in accordance with Health and Safety at Work.

- Ensure that confidentiality around service users and staff members is maintained at all times.
- to attend from time to time, training courses, conferences, and other meetings.

Please note:

- The nature of the work may involve working inconvenient hours outside the normal working week, including working at weekends.
- This post is suitable for Hybrid working which means an element of home working can be included within the working week
- This job description is not inflexible. It is an outline and account of the main duties of the post at the time of writing and does not form part of the contract of employment. It will be reviewed periodically and amended following consultation between the employee and immediate manager.

Person Specification – Employability & Wellbeing Coordinator

The person specification sets out experience and skills that are needed for the post.

Assessment stages for each of the criteria is indicated below.

A = application stage, T = task, I = interview stage.

	Essential	Desirable
Qualifications/Training		<ul style="list-style-type: none"> • Relevant training or qualification related to employability or wellbeing (A) • Project management qualification (A) • Management Qualification (A)
Experience/skills/ specialist knowledge	<ul style="list-style-type: none"> • Excellent understanding of support required by vulnerable young people (A, T, I) • Knowledge of contract management and outcomes-based payment methods (I) • Experience of working in an evidenced and outcomes-focused environment, meeting targets, and supporting other staff to 	<ul style="list-style-type: none"> • Competent with core Microsoft applications e.g Word, Excel • Ability and experience of using CRM data systems. • Experience of communicating at different levels and presenting reports to Funders and Project Board (A) • Experience of financial and budget management (A)

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	Essential	Desirable
	<p>work to Key Performance Indicators (A, T, I)</p> <ul style="list-style-type: none"> • Understanding of Safeguarding procedures and referral processes; health & safety procedures and requirements including robust Risk Assessments (I) • Understanding of transition pathways for young people up to age 25 (T, I) • Demonstrable experience of developing and managing projects/initiatives involving multiple stakeholders (A, T, I) • Experience of managing and developing staff 	
Special Aptitudes/Ability	<ul style="list-style-type: none"> • Exceptional organisational and time management skills (I) • The ability to cope with pressure and conflicting demands. (I) • Excellent interpersonal, written and verbal communication skills (A,T, I) • Influencing, persuading, coaching and negotiating skills (T, I) 	