



Job Title: Employability Programme Manager
Reports to: Head of Development
Responsible for: Employability Coordinator
Trainees on Employability Programme
Location: Guildford or Brighton
Flexibility: We welcome flexible working patterns
Hours: 30 hours per week (0.8 FTE)
Type of contract: Permanent
Salary: £27,937 FTE (Band 11) / £22,350 pro-rata

About FareShare Sussex & Surrey

We rescue surplus food from businesses, farms and supermarkets. This food is nutritious, in-date and safe, and includes a high proportion of fresh vegetables and fruit. If we did not rescue this food, it would be at risk of going to waste. Instead, we deliver it to charities, community kitchens, community pantries and fridges, food banks, schools and other organisations serving vulnerable people. Our food is a vital lifeline for children and families, people on low incomes, people who have lost their jobs, the homeless, refugees, domestic abuse survivors, the elderly and key workers.

We operate out of two sites; Guildford (Surrey) and Brighton (Sussex) as part of 35 Regional Centres, working as a network across the country with FareShare, a national charity. The Guildford warehouse is new and enables us to receive, store and deliver more fresh, frozen, chilled and ambient food across the region.

Last year, we delivered enough food for 2.14 million meals to help vulnerable people in our community. We receive and deliver around 80 tonnes of food every month, currently to 140 organisations, including homeless shelters, community pantries, food banks, clubs, children's centres and lunch clubs across 3 counties. FareShare Sussex & Surrey also works to improve the lives of vulnerable people far from the workplace through our successful employability programme.

City Gate Community Projects (registered charity 1093245) is the employer, delivery partner and franchise holder for FareShare Sussex & Surrey.

Main purpose of this role

The Employability Programme Manager role will form part of the project team with the Employability Coordinator. This team will be responsible to deliver all aspects of the Employability Programme. You will manage the Employability Coordinator.

The Employability Programme Manager will lead the programme across both sites, implementing and ensuring its continued success. This will involve creating partnerships with organisations to help meet the aims of the project, overseeing the rollout of the programme within our operations, and supporting individuals looking to enter employment, education or training. The Employability Programme Manager will provide Trainees with work experience, 1-2-1s, group work and providing training, as well as working within partnership organisations.

The primary role of Employability Programme Manager is to coordinate the programme whilst supporting the growth of an innovative, supportive and caring employability pathway for people to overcome barriers and move closer to the labour market. The successful candidate will have experience of supporting people to find their next step and an understanding of the benefits of taking an holistic approach.

In addition to working with the Employability Coordinator you will be supported by the FareShare UK Employability Team. Working for FareShare Sussex & Surrey, you will be part of an upbeat, skilled, supportive team within an ambitious, values-led organisation that has a forward thinking leadership team and is focused on the wellbeing of its

staff. You'll make a strong contribution to our culture of togetherness, inclusivity, respect and passion in our mission to see no good food going to waste in Sussex and Surrey.

Duties and responsibilities

Programme Design and Implementation

- Design the programme structure, including practical work experience, training and employability support
- Rollout and refine the programme to Trainees, learning from experience
- Develop and implement project and impact monitoring processes / tools including surveys of Trainees as required
- Understanding / mapping other local provision to see where the programme fits with / is distinct from other provision.
- Develop relationships and partnerships to facilitate the success of the Employability Programme
- Account manage the long term relationships and create new effective relationships with the local business community, public, community and voluntary sector organisations.
- Market, promote and communicate the employability programme to referral partners
- Ensure the project is on track and targets are met. Prepare written reports, presentations and updates as required and follow prescribed filing and data accuracy requirements to ensure the confidentiality of participant information and a robust audit trail for internal and external review
- Support the development of funding applications to allow the work to continue after the current round of funding ends.

Working with Trainees

- Effectively recruit participants and maintain a caseload of Trainees, ensuring their attendance at regular 1-2-1 support, group sessions and other programme activities
- Work with Trainees holistically co-designing the programme with them and provide pastoral support; encourage, support and enable them to achieve defined employment and wellbeing goals
- Devise and monitor each Trainee's job search plan and set SMART targets at each review stage
- Deliver employability coaching and other relevant training as required

Working with FareShare Sussex & Surrey

- Attend team meetings with FSSS and the FareShare UK Employability Team
- Maintain up-to-date knowledge of the local labour market and sector developments
- Maintain up-to-date knowledge of issues, trends, policy developments and legislation relating to the role
- Work in accordance with Equality, Diversity, Health & Safety and Safeguarding policies
- Represent FareShare Sussex & Surrey and promote employability to other regional centres and partners

Person Specification

As an employer committed to Equal Opportunities, we will assess applications in line with the criteria we consider either as being essential or desirable for this post. **Please explain in your Covering Letter why you meet the points in the Person Specification.**

	Essential Criteria	Desirable Criteria
Qualifications and/or experience	<ul style="list-style-type: none"> • A-level education or equivalent • Ability to build relationships with external partners • Monitoring and evaluation of employability programmes • Working to an outcome based model achieving ambitious targets • Experience of working as part of a team, supporting and delivering projects to agreed 	<ul style="list-style-type: none"> • Demonstrable experience of developing and delivering successful employability support services, training and engagement programmes • Demonstrable experience of supporting people who are unemployed and/or supporting people to improve their employability skills • Coaching/Motivational Interviewing Qualification

	Essential Criteria	Desirable Criteria
	time, cost and quality indicators	<ul style="list-style-type: none"> • Working with volunteers or adults with additional needs • Delivering projects and monitoring associated budgets • People management • Knowledge of the statutory and voluntary sector services available to vulnerable people in Brighton/Guildford • Knowledge of the benefits system and experience of supporting people with benefits related issues • Knowledge and experience of the Third Sector in the UK
Skills, Abilities and Knowledge	<ul style="list-style-type: none"> • Enthusiastic and self-motivated, with strong people skills • Good data, IT and literacy skills. • Good organisation skills – ability to prioritise and deliver on a changing workload • Confident in public speaking • Good influencing and negotiating skills • Team player able to motivate and develop people through positive approaches • Knowledge of equal opportunities, inclusivity, diversity and safeguarding 	
Relationships (internal and external) values and behaviours	<ul style="list-style-type: none"> • Desire to work for the region's largest surplus food rescue charity, to subscribe to the culture, vision and mission of our charity • Commitment to continuous professional development • Empathy with and non-judgemental attitude to Trainees and an understanding of their needs. 	
Circumstances	<ul style="list-style-type: none"> • Willing and available to work outside normal working hours occasionally if required • Be flexible about your working arrangements as the role will involve travel around the region. • Proof of the Right to work in the UK • Satisfactory DBS check 	<ul style="list-style-type: none"> • A UK driving licence and access to your own car might be useful but not necessary

Benefits

- Ethical pension scheme
- Daily lunch provided (Brighton depot)
- Access to learning and development opportunities
- Access to Telus Health
- 33 days Annual Leave, including all public bank holidays (pro-rata for part-time employees)
- Staff-led wellbeing programme
- Flexible working
- Bike to work scheme

Safeguarding statement

FareShare Sussex & Surrey is committed to safeguarding and protecting the adults we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure we have policies and procedures in place which promote safeguarding and a safe working environment.

Equality, Diversity and Inclusion

We want to be open to everyone. A diverse voice is a more powerful voice. Diversity in our people brings new viewpoints, and this drives debate and creativity which is key to success and an ability to engage new audiences. As such, we encourage applications from people who belong to groups which are often marginalised in society.

We strive to engage an ability-based workforce which reflects the diverse nature of our local communities. We are committed to equality, diversity and inclusion and it is important to us that this is reflected in the diversity of the people who work for us. We particularly welcome applications from black, Asian and minority ethnic candidates, LGBTQ+ candidates and candidates with disabilities because we would like to increase the representation of these groups in the team. Please call or email if you'd like to chat about the FareShare Sussex & Surrey community in more detail.

Application Process and Further Information

Please submit a CV and Covering Letter (one side of A4), explaining how you meet the Person Specification.

Please also submit the equal opportunities forms to: recruitment@faresharesussexandsurrey.org.uk before 5pm Monday 2nd September 2024. *Interviews will be conducted as suitable candidates apply ahead of the deadline. The role may therefore be filled ahead of the deadline.* For an informal chat about the role, please contact our Head of Development, Clare Nice on 01273 671111 (Option 5) after the 15th August 2024.

Employability at FareShare Sussex & Surrey

FareShare Sussex & Surrey has run a pilot employability programme through its Brighton Depot for 4 years and has taken these learnings to relaunch our programme across both our centres in Brighton and Guildford. This project will work with long-term unemployed people and those from the probation service (Brighton) and 18-25 year olds who are far from education, employment or training (Guildford) to provide the support they need to successfully secure and sustain meaningful employment.

The project will work with 60 Trainees a year across the 2 sites and will provide an integrated, person-centred employment service for the long-term unemployed in Sussex and Surrey. The project will be designed based upon the best practice currently within and external to the FareShare Network. These are the 3 core project elements of Employment Support, Work Experience and Training & Wellbeing.

Due to the nature of the job market in the region, our programme will focus on the hospitality industry. Utilising our commercial kitchen space at Brighton and clean room at Guildford, we will provide a varied package of kitchen skills, barista training and stock control across both sites.

In each element, Trainees will receive a tailored programme of 1-2-1 and group support. Activities will include coaching Trainees in important work skills and supporting them through the processes of searching for, securing and sustaining employment. Each Trainee will be taken through an assessment process to identify what is required to support them to secure sustainable employment. An individual development plan will be created for each Trainee. This will also include developing links to employers and educational establishments to source employment and progression opportunities for Trainees.

Creating and managing partnerships with other local community assets to bring wellbeing services into the regional centre or encourage, support and enable Trainees to access additional wellbeing support in the community will also be vital to the success of the programme. Each Trainee will have a limited personal development budget to engage with other services.

Trainees will be engaged utilising strength and asset based approaches and the aims of the project encompass improving Trainee wellbeing and personal development in addition to skills training and the overarching aim of enabling Trainees to secure employment.