

Hope Woodwork Placement Support Worker Job Description

Background:

Hope Woodwork (HWW) is a project of Kingdom Way Trust (KWT) and exists to serve:

- Unemployed people over 18 who want to get into paid employment
- People in recovery who need daily activity and ultimately want to work

Hope Woodwork's aims are to:

- offer skills training
- provide a non-threatening environment that equips people for work
- help restore self worth and build confidence
- recycle and reuse waste wood and other products, reducing landfill
- provide volunteering opportunities

Our aims have been met when:

- Placements find paid employment and can sustain that employment;
- Placements in recovery state that participation at Hope Woodwork is aiding their recovery;
- We observe positive change in Placements in terms of their ability to interact well with others, to accept critique, to comply with health and safety policies and procedures, and other workshop rules, and in their overall levels of self-confidence and abilities.

We aim to provide a service which reflects the real world of work but which is tailored to individual needs.

Hope Woodwork Placements (clients) aim to gain confidence, overcome anxiety issues, put a routine in place, learn new skills and ultimately find paid employment. Some people come with pre-existing carpentry skills but have lost the ability to use these skills confidently in the workplace. Some people find interaction with work colleagues stressful. Some need to be introduced or re-introduced to the routine of fixed hours and expectations of them. Some need to keep busy to avoid temptation and prevent relapse. Hope Woodwork provides a gentle re-introduction to work and a supportive environment for people who need the above. Some aims and outcomes are tangible in terms of increasing skill levels and finding paid employment. Others are less tangible but help people on their recovery journey.

Overall role:

The Placement Support Worker (PSW) will develop the quality of service offered to Placements, enabling them to reach their full potential and become 'work ready' within a maximum of 2 years. The PSW will enable Placements to move forward in a consistent and intentional way, coordinating Placements and supervisory volunteers so that people are well matched. They will ensure intentional support through working with, and referrals to, other agencies, and liaise closely with agencies referring into our service. These agencies include The Bridge (a KWT project), Probation, Job Centre, People Matter, Foodbank, Matthew 25 Mission, Reformed East Sussex etc.

Reports to: HWW General Manager and KWT Trust Manager

Hours: 20 hours per week. Initial 1 year contract, with the possibility of extension.

Specific tasks:

Placements (Clients / Service users)

1. Liaise with referral agencies along with Hope Woodwork's General Manager (GM).
2. Interview potential Placements with GM. Be involved in the induction of new Placements and match Placements to volunteer supervisors for mentoring.
3. Hold regular one-to-one meetings with every Placement to monitor and report on progress.
4. Refer Placements to other agencies as appropriate (e.g. for CV writing, interview practice, basic maths and English education, CSCS training etc.).
5. Bring in other external training and support as needed.
6. Find potential employers who would interview and hopefully offer employment to Placements referred b HWW. Write reference letters to potential employers.
7. Provide certificates or similar records of achievement to all Placements as appropriate.
8. Be involved in the recruitment and selection of volunteers as requested by the GM.

Reporting

9. Maintain good records and provide a monthly written report on Placement progress, including case studies.
10. Ask placements who leave to say what they gained, what we should do differently, what they moved on to etc. to provide learning and outcomes reporting for HWW.
11. Contribute to funding proposals as required by Trust Manager.

Other

12. Represent the project at meetings and events as required.
13. Other tasks as mutually agreed with the HWW GM and KWT Trust Manager which work towards the overall aim of the Project.