

|  |  |
| --- | --- |
| **JOB DESCRIPTION** |  |
| **Job Title:** | **Future Careers & Widening Participation Advisor** |
| **Band:** | **5** |
| **Responsible To:** | **Future Careers Lead & Statutory Training Manager** |
| **Accountable To:** | **Future Careers Lead & Statutory Training Manager** |
| **Section/Department/Directorate:** | **People Development**  |

**Job Purpose:**

|  |
| --- |
| The post holder will work in the People Development Directorate and will have responsibility of facilitating the following initiatives: -* Work experience programme – Liaising with schools by issuing application forms and carrying out interviews to select students. There are normally around 80 students to interview. Writing and organising the programme, which includes sourcing clinical placements both within the Trust and with outside Health & Social care providers. If speakers are unable to attend due to clinical work, the post holder would be expected to have a session already planned so the programme runs smoothly. This particular programme is run once a year but similar events are run quarterly and at each event up to 80 students are catered for.
* BTEC Students – Liaise with managers to secure clinical placements for the Level 2 and Level 3 students spanning a six month period and evaluate the programme’s effectiveness. This includes visits to monitor the student’s progress and the host supervisor’s actions ensuring a consistent approach. This will include short listing and interviewing the students.
* Liaise with college’s during interviewing, selection and regarding student welfare during the programme.
* Offer pastoral support to students and supervisors, if required
* With the introduction of the T Levels, the post holder would be expected to carry out all the roles required for the Btec students, but instead of a six month programme this would span over an academic year.
* Ambassador network – Liaise with DCC & other organisations to develop and maintain an Ambassador network, which forms part of the CCG initiatives.
* Contribute towards securing a future workforce by looking at initiatives to attract the young workforce in to the NHS.

Other tasks will also involve working with Schools and Colleges to provide Career talks and includes engagement with parents.The post holder also prepares and carry out teaching sessions for students on accredited training programmes throughout the year. This can be up to six cohorts per year. The post holder will ensure that such training is fully aligned to the Trust’s requirements and strategic direction. |
| **Context:** |
| The **Future Careers & Widening Participation Advisor** will be based in Bideford Hospital but will be required to travel to various sites across Devon.The post holder will fulfil all tasks and work as part of a team.To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager.The post holder will work closely with the Future Careers Lead & Statutory Training Manager to provide regular updates on progress against the agreed objectives.The post holder will fulfil all tasks and work as part of a team. To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager.Training is primarily delivered at the NDDH site in Barnstaple although travel to other Trust sites and community hospitals across Devon will be necessary. The post holder will be a key member of the team responsible for the continued delivery and further development of training in the areas highlighted above. The post holder will play a role in developing and implementing enhancements for learning in the Trust and in staff engagement.

|  |
| --- |
| **Key Working Relationships:**The role involves high levels of liaising, communication and independent working with staff and teams across all areas of the Trust. Effective communication is particularly necessary with:Line Managers, Department Mangers, HE Department and FE colleges and External Training organisations Schools and students.The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media. |

 |
| **Organisational Chart:** |
|  |
| **Key Result Areas/Principal Duties and Responsibilities**The post holder will have responsibility for delivering a high-quality work experience programme, along with co-ordinating placements & teaching for the T Level students and other initiatives set up in the future.Working with external parties in building on the Ambassador network group and building this internally.Liaising with all Devon schools and higher education providers in raising the profile of careers within the NHS through networking, career events, talks to students which can be groups of 100+. This would be approximately one event every other month. Each school or education provider will sometimes require a particular focus therefore the information required is not routine and requires research into that particular field. The post holder needs to have excellent motivational skills in order to engage with this young workforce.The post holder will also contribute to the development and delivery of corporate programmes and structures that support Continuing Personal and Professional Development (CPPD) for all staff groups across the Trust.Attend all statutory training to meet health and safety requirements and have expertise with policy and local procedure content sufficient to be a good role modelMaintain a personal portfolio of evidence relating to competence and achievement and support others in doing the same.The post holder will comply with policy and promote high standards of health and safety in the work place and teaching venues.To ensure safe practice to minimise the risks of infection to patients and staff in accordance with Trust and national policy, in particular being aware of the responsibilities as listing in the Infection Control Operational Policy. |
| **Communication and Relationship Skills**The post holder will be required to present non-routine information to large groups of students up to 100. These students are impressionable and therefore this post holder must ensure they are setting the correct image of our organisation and providing them with accurate and up to date information in order for them to make an informed career choice.The post holder is also required to communicate information to staff attending training sessions up to 44 attendees at any one time. This is delivered in a formal setting, eg classroom teaching/ presentation/group work and those attending training will not be known to the jobholder. This type of communication will involve the use of presentational aids and typically gains and holds the attention of, and imparts knowledge to, groups of people who may have mixed or conflicting interests as well as mixed seniority.This post is accountable to the Future Careers Lead & Statutory Training Manager but has responsibility for planning identified programmes for engaging the young workforce.The post holder must be able to communicate clearly to deliver training to staff and external parties, which may be large groups, by providing advice and instruction where the subject matter is straightforward. The post holder will be required to liaise with department managers to ensure they understand the requirements of work experience or the T Level/Btec programmes. The post holder must be able to effectively development and maintain key relationships with all levels of staff to ensure the young workforce initiative is embedded within our Trust.When training the post holder must be able to adapt the content to overcome any barriers to understanding that may exist.**Analytical and Judgement Skills**Representing the Trust to external bodies and when delivering careers talks, the post holder must decide how and what to present. Therefore, they will need to be able to obtain and deliver a range of relevant facts so the Trust has comparisons across the ICB on the types of information that is given and portraying the local and national NHS messages in a professional and accurate manner. Therefore, judgements involve a range of facts or situations which require analysis or comparison of a range of options.**Planning and Organisational Skills**The post holder will be required to plan and organise complex on-going activities for the implementation of the programmes for year 10 work experience week and for the post 16 programmes for students. This involves liaising with managers, speakers, schools and colleges to arrange clinical placements, tours, speakers & room bookings. This can require adaptation at very short notice when supervisors cannot host students. This involves planning and organisation of a broad range of programmes which includes complex activities which impact across departments/services/external agencies and variety of training providers.**Physical Skills** The post holder is required to have advanced keyboard skills in order to operate various computer aids, produce data and prepare for presentations. The post holder must be skilled in order to write and display training materials appropriately and in line with Trust policy. The post holder will be required to use power point and software that enhances learning, be able to set up computer, projector and speakers for training and trouble shoot if necessary. The post holder is required to lifting training equipment and set up venues including tables and chairs at least once per week. Hold a current driving licence.**Responsibility for Patient and Client Care** There is incidental contact with patients There is contact with members of the public when arranging and running the work experience week and with student placements. Therefore, the post holder will need to be trained in Safeguarding.**Responsibility for Policy and Service Development**The post holder will be expected to contribute to the development of policies, procedures and guidelines linking into relevant government initiatives and be able to work autonomously and make decisions in line with these directives. This includes planning programmes which impact across various organisations and within departments.**Responsibility for Financial and Physical Resources**Safe use of the Trust’s expensive training equipment and software. **Responsibility for Human Resources**There are no line management responsibilities associated with this post however if a new member of staff joined our team the post holder would be required to train and support this team member in order for them to understand the training content required in order for them to facilitate teaching sessions.The post holder is responsible for organising the clinical placements for our T Level students and visits them one day per week in their placement in order to provide supervision and pastoral support. They are also responsible for liaising with supervisors to ensure the students are performing adequately.The post holder is responsible for teaching and devising training programmes as a major job responsibility on a range of subjects and specialist training to our staff as well as students coming into our setting. This is required on a weekly basis.The post holder is responsible for liaising with training providers/schools to ensure students are fully aware of their expectations. **Responsibility for Information Resources** Under the GDPR guidelines the post holder needs to ensure that all student data is collected and deleted appropriately. The post holder will be required to occasionally carry out word processing typing and excel spreadsheets to collate and compile statistics to provide work experience figures to the Future Careers Lead & Statutory Training Manager for various external bodies. **Responsibility for Research and Development** The post holder will contribute to R&D and audit as necessary.**Decision Making**The post holder will work autonomously on developing & implementing programmes and teaching weeks for the young workforce. The post holder will arrange interviews and visits to all schools. Work is managed rather than supervised and feedback/outcomes are assessed quarterly to ensure our targets are being met.The post holder will deliver training in other venues when required. This will involve preparation and planning, assessing the audience and setting up the room accordingly ensuring they have all the necessary equipment. The training programmes will need to be written by the trainer and they will decide how results will be best achieved. Some teaching sessions are clearly defined by occupational policies for example Core Skills Training Framework but with regards to the students programmes the job holder has the freedom to act within established parameters.**Physical Effort**The role involves a combination of sitting, standing, walking and carrying equipment to other training venues, approximately one day per week. This would be classed as light physical effort for short periods.**Mental Effort**There is a need for frequent concentration when teaching/ training staff and students. These sessions normally run for a full day. The work pattern can occasionally be unpredictable, dependant on the reactions of the students who are exposed to new areas that may be challenging to them. **Emotional Effort**Exposure to emotional circumstances is rare and indirect. The post holder would have to deal with students who are exposed to emotional circumstances.**Working Conditions**Frequent prolonged periods of VDU activity during teaching or preparation.The post holder uses a computer for the majority of the day and would be an occasional road user. |

**HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

**INFECTION CONTROL - ROLE OF ALL STAFF**

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

* Attending mandatory and role specific infection prevention education and training.
* Challenging poor infection prevention and control practices.
* Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

**CONFIDENTIALITY**

You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

**DISCLOSURE AND BARRING SERVICE CHECKS**

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake Disclosing & Barring Service Disclosure check.

**GENERAL**

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as then being performed, or to incorporate any changes being proposed. This procedure is conducted by a manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

**JOB DESCRIPTION AGREEMENT**

**Job holder’s Signature: .....................................................................................**

**Date: .....................................................................................**

**Manager’s Signature: .....................................................................................**

**Date: .....................................................................................**

**PERSON SPECIFICATION**

**POST: Young Workforce Facilitator**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| REQUIREMENTS | E/D\* | HOW TESTED?Application Form/Interview/Reference/Test | INTERVIEW COMMENTS | SCORE(1 Low – 10 High) |
| QUALIFICATIONS/SPECIAL TRAINING : Recognised Teaching qualification, the desire to attain this or equivalent experience Management qualification or equivalent experience gained in the work environmentEducated to degree level or equivalentHave undertaken formal facilitation skills training.Advanced keyboard skills | EDEEE |  |  |  |
| KNOWLEDGE/SKILLS:Experience working in a healthcare environmentAbility to present in front of a large audience on various subjects, covering all agesDemonstrates a practical awareness, understanding and application of learning styles and methodologyExperience of teaching and learning techniquesUnderstanding of HE and FE structuresRequires specific training on software programmes and a high level of dexterity to use and prepare training equipment. | EEEEDD |  |  |  |
| EXPERIENCE:Background in large organisation with strong service orientationDemonstrable experience managing individuals and teamsExperience of positively delivering quality training topics to groups of people Demonstrable experience and confidence with presenting and delivering skills workshops to all levels of employees | EEEE |  |  |  |
| PERSONAL REQUIREMENTS:Frequent prolonged periods of VDU activityExcellent communication, presentational and interpersonal skillsAbility to deal with conflicting priorities and diverse expectationsAssist colleagues to interpret a range of facts and situations which require analysis or a range of optionsDealing with various partners internal and externalManaging changeHigh level of concentration and mental flexibilityDaily prioritisation of workloadDealing with potential staff issuesNeed to meet variety of deadlines | EEEEEEEEEEE |  |  |  |
| OTHER REQUIREMENTS:Car DriverAbility to travel to and work various locations across DevonComfortable working alone and setting up training workshops | EEEE | InterviewInterview |  |  |

\*Essential/Desirable

Complete the table below as appropriate

|  |
| --- |
| **HAZARDS :** |
| Laboratory SpecimensProteinacious Dusts |  | Clinical contact with patients |  | Performing ExposureProne Invasive Procedures |  |
| Blood/Body Fluids |  | Dusty Environment |  | VDU Use | x |
| Radiation |  | Challenging Behaviour | x | Manual Handling |  |
| Solvents |  | Driving | x | Noise | x |
| Respiratory Sensitisers |  | Food Handling |  | Working in Isolation | x |
| Cytotoxic drugs |  | Night working |  |  |  |