



Job Description

Post:	Stronger Together Referral Co-ordinator
Working hours/Contract:	Full time – 37 hours a week
Responsible to:	CEO
Salary:	£27,000 / an
Location:	Community Place, Reading Central Library

The Stronger Together partnership is active across Reading, Wokingham and West Berkshire. The post holder will be required to travel across the partnership area.

The role will finish on the 30 June 2020.

The post will be solely employed on the Building Better Opportunities, Stronger Together project. The post is funded by the European Social Fund and The National Lottery Community Fund role as part of the Stronger Together partnership.

Purpose of Role:

To increase the numbers of unemployed and economically inactive people participating in the project by:

- Promoting the Stronger Together project to individuals, organisations and agencies that are not project partners.
- Developing a partnership model that will enable participants to navigate the services available to them, to achieve the best possible outcomes.

Key Responsibilities:

- Working with partners across sectors to maximise the opportunities available for participants with the aim of moving them closer to or into employment.
- Facilitating monthly caseload review meetings with the Stronger Together case workers.
- Manage incoming project referral processes and systems.
- Gather and share information for participants in accessible methods.
- Increase the number of incoming referrals and take a proactive approach where referrals are not forthcoming to better understand the reasons why and make recommendations.
- Identify opportunities to up skill partners in topics beyond their specialism.
- Working with Stronger Together partners and wider stakeholders to build clear pathways into employment.
- Engaging participants into the Stronger Together programme and regularly report to partners regarding volume of incoming referrals.



- Build projects to overcome barriers to work e.g. childcare, transport.
- Work with the RVA Information and Communication Officer to publish a newsletter and to share content for neighbourhood news.
- Attend community events and other outreach activities to promote Stronger Together and other relevant projects.
- Comply with all monitoring and compliance requirements.
- Be a positive and supportive partner within the Stronger Together project.
- Attend RVA team meetings, AGM and trustee meetings as required.
- Manage any volunteers involved in the project.

To develop and work to personal Objectives in line with the RVA annual plan. To complete an annual performance review as part of your personal development plan.

To work as a collaborative member of the RVA staff team. Communicating with and supporting others, in order to deliver RVA's Aims. To undertake other duties that may reasonably be requested to help RVA meet its Aims.

The person:

Skills

- You are able to communicate (written and verbal) complex positions in a clear, concise way.
- Strong interpersonal skills with the ability to quickly build effective working relationships and good rapport, with internal and external stakeholders.
- You are as happy presenting to groups, facilitating workshops or working one to one.
- You are confident in using standard computer packages, you will quickly grasp how to use our database and have a working knowledge of social media.
- You are entitled to work in the UK and are able to work evenings and weekends.

Motivation

- Strong and demonstrable belief in the potential opportunities.
- Your excited by the challenge this role presents.

Fit

- You understand the potential challenges.
- You understand the barriers to employment.
- You have a good knowledge of the agencies active in the area.
- You understand the difficulties of tackling multiple disadvantage and have practical experience and advice to share.
- You are comfortable with working in a small organisation where there is an expectation you have a flexible manner to help get things done.
- A belief and commitment to equal opportunities.

This job description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It will be reviewed periodically to take into account changes and developments in service requirements