



Role Profile

Job Title: Skill Mill Coordinator	Role Profile Number: SBC_11904
Grade: M Grade Salary:	Date Prepared: 04/07/2023
Directorate/Group: Children and Families	Reporting to: YJS Operational Manager / Skill Mill Directors
Structure Chart attached:	Yes

Job Purpose

The Swindon Skill Mill is a Community Interest Company formed through a collaborative, involving a wide range of private and public sector organisations that will offer young people the opportunity to develop work related skills in the environmental and construction sector. Young people are given short term employment to develop their skills and gain experience in these industries. The majority of the activities undertaken by the Skills Mill will be commissioned through partnership arrangements with both private and public sector partners. This will fund the employment of a number of staff including several Environmental or Construction Trainees.

The Skill Mill Coordinator will support the development of a sustainable social enterprise to give disadvantaged young people the opportunity to build relationships and establish work ethics whilst being supported to overcome barriers that can result in them failing to obtain or sustain opportunities that lead to training and employment.

The Skill Mill Coordinator role will be responsible for managing and working alongside young people as they undertake assigned tasks in a lead capacity.

Drive and direct the delivery of the Skill Mill service, including responsibility for the work programme and activities that Skill Mill trainees will be undertaking.

Propose and develop innovative and effective plans to promote and drive the development of the Skill Mill and partnership activity, shape and embed the Skill Mill into Youth Justice Service (YJS) practice and manage operational delivery in accordance with local priorities and national best practice.

Develop and build a sustainable social enterprise giving young disadvantaged young people opportunity to build relations and establish work ethics whilst being supported to overcome the various hurdles that can often result in them failing to sustain opportunities.

Key Accountabilities

- Responsible for managing and working alongside a group of young people as they undertake a range of practical environmental and construction assigned tasks in a lead capacity.
- Liaising with local partners to provide the team with opportunities to develop employment skills.
- Propose and develop innovative and effective plans to promote the Skill Mill locally.
- Risk assess, cost and plan small works ensuring that health and safety requirements are upheld.
- Pass information on effectively, accurately and concisely between young people and their families, victims of crime, colleagues, courts and other agencies, either over the telephone, face to face and/or in writing.
- Undertake an assessment of young people's needs and the support that they will require whilst involved with the YJS and Skill Mill.
- Developing, supporting, and reviewing the individual learning plans of all trainees.
- Establish restorative relationships and maintain effective dialogue with young people and their families with a view to changing their behaviour positively.
- Undertake records and monitor performance of young people and tasks undertaken.
- Prepare reports and performance information for Skill Mill Directors and the steering group that supports the initiative.
- Develop and maintain relationships with new and perspective partners and seek out new opportunities for service development.
- Engage with young people, parents / carers, local communities, in developing service/practice.
- Facilitate, influence and support the third sector to engage with the Skill Mill.

Supplementary Accountabilities

- Commitment to carry out all duties having regard to an employee's responsibility under Swindon Skill Mill's health & safety policies and Code of Conduct.
- Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development.
- To carry out any environmental tasks that are out of the scope and capability of the Skill Mill trainees.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Experience of working with young people who offend
- An understanding of effective practice in work with young people who offend.
- An understanding of the reasons why young people offend, including understanding the impact of trauma and difficulties in family relationships.

- Experience of site/small scale construction/environmental work
- Ability to demonstrate energy, perseverance and belief in people's potential to change.
- Knowledge and understanding of health and safety regulations and risk assessment procedures.
- Ability to apply best practice when working with young people to enable them to meet their objectives.
- Knowledge of target setting and performance monitoring systems.
- Experience of working as a team member and working unsupervised using own initiative.
- Experience of delivering services in line with specified performance targets.
- Self-motivation, good organisational skills , enthusiasm and an ability to work to deadlines.
- Ability to give clear directions to young people.
- Sensitivity in working with victims of crime, including understanding of family dynamics.
- Flexibility, adaptability and the ability to work positively and creatively within a multi-agency team.
- Understanding of assessment, planning, intervention and review processes and how they promote good outcomes for young people.
- Ability to work effectively with key partner organisations including criminal justice and businesses.
- Report writing and record keeping skills, including the ability to use information technology systems/databases.
- Ability to work in ways which promote equality of opportunity, participation and responsibility.
- Ability to communicate and negotiate with colleagues and partners and mediation skills to achieve successful outcomes.

Qualifications

- Basic literacy and numeracy skills

Decision Making

- To play a key role in developing, supporting, reviewing the individual learning plans of all trainees.
- Undertake the recruitment of each cohort of trainees and co-ordinate payment claims of workers/trainees.
- Provide effective leadership and line management for Skill Mill trainees and play a key role in developing, supporting, reviewing the individual learning plans of all trainees and ensure activities are available and accessible to help them develop employment and personal skills to gain appropriate qualifications and progress onto employment.
- To increasingly take part in the assessment of trainee skills associated with their chosen qualification, with a view to ultimately becoming competent and qualified to undertake the full formal assessment process.
- Prepare reports and performance information for Skill Mill Directors and the steering group that supports the initiative, includes updates of local and national developments, implications for the continuous development of the Skill Mill and provides analysis to inform recommendations for service improvement.
- Acting in accordance with the policies and procedures of the Skill Mill and ensuring that effective arrangements are in place to maintain a safe and secure environment, health and safety standards are being met and young people are safeguarded in all Skill Mill work.

- To take responsibility for maintaining a healthy, safe and secure environment and to act in accordance with the policies and procedures of the Skill Mill.
- Undertake risk assessments on activities to be undertaken and manage and maintain equipment as required.
- Undertake records and monitor performance of young people and tasks undertaken.
- To work effectively with all members of the YJS and its partner agencies.
- To take account of the environmental issues arising from any service developments.
- To participate in training and development activities as necessary to ensure up to date knowledge, skills and continuous professional development.
- To undertake other duties appropriate to the post as required at any base within the Swindon Youth Justice Service.
- To comply with the requirements of all Swindon Youth Justice Service, Swindon Borough Council and Departmental Policies, procedures and staff instructions, including responsibilities under health and safety policies and procedures.

Creativity and Innovation

- To promote the services of the Skill Mill with a view to generating commissioned work that that will help continue to sponsor staffing and infrastructure and respond effectively to situations that may have a negative impact on the service.
- To ensure activities are available and accessible to trainees that will help them develop environmental and personal skills that will help them gain appropriate qualifications and progress onto future careers.

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • responsible for managing and working alongside young people as they undertake assigned tasks <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • Line management of Skill Mill trainees 	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>No</p> <p>Equipment</p>
--	--	----------------------------

Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- To liaise with the YJS and Skill Mill Directors and commissioning partners to ensure the successful delivery of contracts for work and environmental work that are likely to be predominantly associated with waterways.

- To work in collaboration with specialists from partner organisations to ensure that the Skill Mill service meets their needs, are culturally sensitive, inclusive and accessible for a diverse range of young people and deal with any challenges that arise.

Other Key Features of the role

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

- Working outside