

# Hedleys Beyond Work Experience Co-ordinator

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Service: Hedleys Horizons  
Responsible To: Head of Service  
Salary: **9-11 Full Time (52 weeks)**

## Job Purpose

Follow the service user concept and deliver robust risk assessment.

Provide employability, support and advice to service users so that they are able to make informed decisions about employability opportunities.

To work with Hedleys Beyond team to support service user into employability opportunities.

To support service user on work experience / volunteering opportunities and feed back to Hedleys beyond team and tutors/activity leads where appropriate.

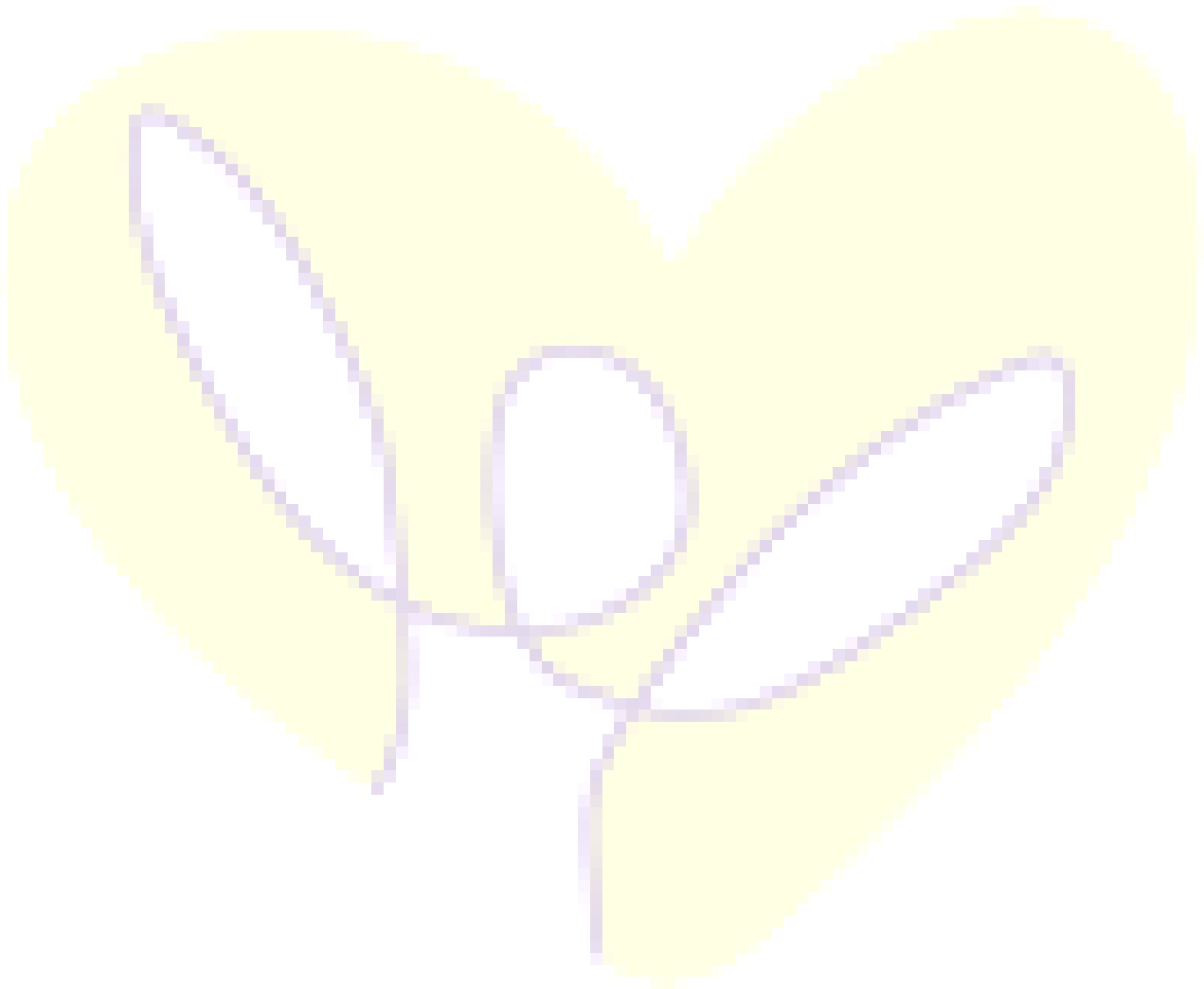
Support with the implementation of policies and procedures.

Ensure legal requirements for health and safety, safeguarding and equality and diversity are met.

## Main Duties

- To develop effective strategies to integrate service user into the workplace.
- To deliver a person-centred programme focusing on developing individual skill needed to successfully progress into work.
- To deliver person-centred programme focusing on developing individuals' employability skills, which develops individual service user action plan
- Recording information on progress and monitoring outcomes to ensure progression.
- Develop close links and rapport service users to motivate and identify opportunities to continue in employment and to achieve the required outcome.
- Advocate and represent the interests of the service user with outside agencies.
- To support and monitor learner progress by supporting service user to set up placement portfolio including job descriptions, skills developed, placement evaluations, action plans and references.
- Support service user into work placement rotations and demonstrate the professionalism in all work based activities.
- Meet with service user prior to placement, observe them on a placement and support the service user where appropriate on the placement.
- Attend work placement Inductions with service user and aid embedding of information shared.
- Liaise with Employer regarding service user absence and be the main contact for information for carers.
- Withdraw support if necessary and enable the service user to work independently
- To keep appropriate and accurate paperwork as required.
- Assist in the collection of destinations data
- Contribute more generally to supporting the retention, progression, and success of targeted groups of learners through activities such as information giving; assisting with induction activities; promotional activities; and liaising with external agencies.

- Deliver specialist individualised learning approaches to ensure high quality and appropriate learning outcomes for service user
- Ensure that planning, target setting and recording of progress and achievement is regularly updated via Databridge MIS



# Person Specification

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## Essential Criteria

### Professional Duties

Hedleys Horizons operates in a changing and often demanding environment. Members of staff must be flexible, adaptable, willing to face up to changing circumstances and new opportunities. The following list of duties and responsibilities must therefore be taken as a guide and is not to be comprehensive:

- Contribute to the preparation of individual learning plans
- Assess, record and report on the development, progress, and attainment of learners/ service user
- Participate in meetings arranged for any purposes relating to service user, administration or organisation
- Participate in development and review of Horizons documentation inclusive of policies, practice, syllabus, curriculum, recording and other documents
- Participate in arrangements for the appraisal of performance
- Participate in arrangements for further training and professional development
- Fully participate in the induction and training programme provided by Horizons
- Participate in administrative and organisational tasks relating to service user or staff, as required throughout the day
- Contribute to the professional development of other staff, including the induction of new staff

## Desirable Criteria

### Discipline, Health and Safety

- Adhere to Hedleys Horizons's Health, Risk Assessment, Safety and Welfare policy at all times
- Develop a Health and Safety culture amongst all learners/ service user
- Report all incidents and accidents to Health and Safety Officer
- To adhere to the conduct and disciplinary policy and procedure

### Equality and Diversity

- Promote the aims of the Single Equality Scheme and Equality & Diversity policy

### Safeguarding

- Hedleys Horizons believe that it is always unacceptable for a learner to experience abuse of any kind including bullying and harassment. Staff are required to share this commitment

### Confidentiality

- Respect confidentiality. All personal information about learners to which you have access should be treated as confidential. Information about the learners' needs, progress and assessment should only be shared with the team to aid support
- Remain objective and do not favour any gender, language or culture and comply with the College policy

### General

- Other reasonable duties at the discretion of the principal

# Organisational Standards

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The Percy Hedley Foundation operates in a demanding and often changing environment. Members of staff must be flexible, adaptable, willing to face up to changing circumstances and new opportunities. The following list of duties and responsibilities must therefore be taken as a guide and is not to be comprehensive.

## Professional Duties

- Participate in the review of the Foundations Policies, Procedures and Processes
- Participate in arrangements for the performance development review process
- Participate in arrangements for further training and professional development
- Keep up to date with changes or developments within your professional area
- Fully participate in the induction and training programme provided by the Percy Hedley Foundation
- Contribute to the professional development of other staff, including the induction of new staff.

## Equality and Diversity

- Promote equality of access to education, training, and employment opportunities for disabled people, and advocate a positive attitude
- Recognise that disabled people are individuals who have specific needs
- Employ support strategies that will empower disabled people
- Show awareness of knowledge and display non-discriminatory behaviours at all times in relation to culture, race, ethnicity, disability, gender, sexuality, and age
- Recognise the importance of inclusion by using appropriate means of communication at all times
- Be flexible, trying to meet the changing needs of both disabled people and environment.

## Discipline, Health and Safety

- Adhere to and promote Percy Hedley Foundation Health, Safety and Welfare policy at all times
- Purchase equipment from a recognised source
- Report all incidents and accidents to Health and Safety Officer
- Maintain a high standard of record keeping in line with Percy Hedley Foundation policies and procedures.

## Safeguarding

- Safeguarding is everyone's responsibility.
- Percy Hedley Foundation have adopted recruitment and selection procedures, and other Human Resource Management processes, that help deter, reject, or identify people who might abuse vulnerable children/adults, or are otherwise unsuited to work with them.
- The Trustees/Governing Body are committed to promoting the welfare of children and young people/adults and staff are expected to ensure that the highest priority is given to following guidance and regulations to safeguard those in our care.

### Confidentiality

- Respect confidentiality. All personal information about people using the foundations services to which you have access should be treated as confidential. Information about the people's needs, progress and assessment should only be shared with the team to aid support
- Remain objective and do not favour any gender, language or culture and comply with the Percy Hedley Foundation policy.

## About Us

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We are an ambitious, entrepreneurial, and innovative charitable business working in a person-centred way to meet the needs of people with disabilities and their families. We provide a range of high-quality services and seek out opportunities to inspire and support people with disabilities to achieve their ambitions. We believe that working together as one Foundation we achieve more than individual services would achieve alone. Our influence will be regional, national & international.

We are committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. Applicants should be aware that the post will only be offered to successful candidates subject to an Enhanced DBS check as well as other employment clearances.



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