**Direct Secondment Opportunity for a**

**Young Persons Community Partner in DWP**

Department for Work and Pensions

**Reference number YP1**

**Closing date: Friday 17th November**



Location

The Young Persons Community Partner will have a base location of Belle Vale Jobcentre Plus office, however the role involves regular travel across all Merseyside locations.

Merseyside covers – Everton, Kirkby, West Derby, Birkenhead, Bromborough, Upton, Runcorn, Widnes, St. Helens, Bootle, Crosby, Southport, Aintree, Belle Vale, Garston, Huyton, Edge Hill, Toxteth, Williamson Square and Wavertree.

About the job

**Job description**

The Young Persons Community Partner role is a new and exciting opportunity to be part of a team of Community Partners to work collaboratively with the third sector to strengthen Jobcentre Plus understanding about the issues young disabled people face in finding and securing employment.

**Person specification**

**Essential Criteria**:

1. A lived experience or in-depth understanding of working with young disabled people, the barriers they face in everyday life and may encounter when seeking and sustaining long term employment.  
  
2. Strong written and verbal communication skills and the ability to work collaboratively and as part of a team to deliver outcomes.

3. An effective communicator with the ability to be a young person’s role model. A good understanding of the issues young disabled people face when finding and securing employment. Able to work strategically to use their knowledge and networks to identify solutions and support.  
  
4. The ability to demonstrate empathy and carry out work in a holistic and person-centred way. Strong people and influencing skills with the ability to work with families to address concerns they may have regarding the young person moving into employment.  
  
5. A good knowledge of existing local services that offer in work support for young disabled people. Work in partnership with employers to change attitudes towards disability and create meaningful work experience opportunities for young disabled people.  
  
6. Experience of facilitating partnership working and collaborating with a range of service providers, such as employment, health and social services to identify or develop personalised support networks

**Responsibilities/Tasks:**

* Provide valuable insight and expert advice on the issues young people with a disability or health condition face in finding and securing employment; strengthening the understanding of Jobcentre Plus staff, partners and potential employers by:  
    
  • Delivering training sessions to jobcentre staff as and when required, to enhance understanding of different challenges faced by young people with complex needs and the nature of support required. Building work coach’s confidence when engaging with young people with complex needs.
* Delivering regular, one-to-one and ad-hoc coaching on the needs of young disabled people and the impact this can have on employability and employment outcomes.  
    
  • Actively participate in case conferencing, suggest possible interventions and support work coaches with the implementation of solutions and recommendations.  
    
  • Work collaboratively with young disabled people and their parents to develop a coherent package of support that captures aspirations, identifies training needs and support networks.  
    
  • Working in partnership to identify appropriate support in the local community, including actively contributing to the development of the Community Mentoring Network.  
    
  • Work collaboratively with Employer Engagement staff to overcome the stigma of disability and identify work tasters and work experience opportunities for young disabled people.  
    
  Use knowledge and networks to:  
    
  • Identify the use of local services and networks to offer a wider range of provision and strengthen the local district provision tool.  
    
  • Build on the Education, Health and Care (EHC) plans and develop young disabled persons employment plans to enable more streamlined and person centred support for individuals.  
    
  • Actively engage with Community Partners, Employer Engagement colleagues and Employers to secure work experience, work tasters and training opportunities for young disabled people and those with health conditions.  
    
  • Support the development of the Community Mentoring Network to identify personalised tailored coaching and advice; support and encourage employers to develop their own mentoring programmes, from employee to employee or to other local businesses.  
    
  • Actively support a Community Partners national network to share learning, best practice and information on service provision  
    
  Build awareness and engagement within the jobcentre district by promoting:  
    
  • The Disability Confident campaign to employers, how to sign up to take part.  
    
  • The Access to Work Scheme to customers, offering peer support and employers and providing support where necessary to help them utilise the scheme.

**Applying for the role:**

We need examples from you of how you meet each of the essential criteria listed in the Job Description and any details of any experience you have with the areas described in the Job Description. If you are interested in the role please forward a CV with the above details to Julie Helsby by 17th November. Julie.M.Helsby@dwp.gsi.gov.uk

You may be contacted to arrange a meeting to discuss the role further.

Things you need to know

**Reasonable adjustments** can be arranged to enable you to attend the discussion and support you to perform the role. If you require adjustments for the discussion please contact Julie Helsby – Julie.M.Helsby@dwp.gsi.gov.uk

**A secondment cannot commence** until pre employment checks are completed and a Secondment Agreement is in place with your current employer. This means it could be up to 5 weeks before the secondment starts.

**Salary**

You will continue to be paid your present salary by your current employer during the secondment

**Pension**

Your pension contributions will continue to be covered by your Home Employer during the secondment

**Grade**

The job is graded at Higher Executive Officer and the salary range applicable to this role is: National £28,307 - £32,239,

**Length of employment**

12 months on Secondment

**Business area and type of role**

Operations – Operational Delivery

**Working pattern –** can be Flexible working, Full-time, Job share, Part-time

**Hours**

Up to 37 –to be detailed in the Secondee Agreement

**Terms and Conditions**

To detail in in the secondee agreement

**Security**

Successful candidates must pass a disclosure and barring security check.

Successful candidates must pass [basic security checks](https://www.gov.uk/government/publications/government-baseline-personnel-security-standard).

**Nationality statement**

Candidates will be subject to [UK immigration](https://www.gov.uk/browse/visas-immigration/work-visas/) requirements as well as [Civil Service nationality rules](https://www.gov.uk/government/publications/nationality-rules).

If you're applying for a role requiring security clearance please be aware that foreign or dual nationality is not an automatic bar. However certain posts may have restrictions which could affect those who do not have sole British nationality or who have personal connections with certain countries outside the UK.

You will need to provide identity verification see [CSR - Verification of Identity documentation v2 (160527) Opens in new window](https://files.civilservicejobs.service.gov.uk/admin/fairs/apptrack/download.cgi?SID=b3duZXI9NTA3MDEzOSZvd25lcnR5cGU9ZmFpciZkb2NfdHlwZT12YWMmZG9jX2lkPTU5NDMzNSZ2ZXJpZnk9ZDBhOWM1MDYxMzg0M2M3YTQ2N2E2MzE4MWMxNTk2NjMmcmVxc2lnPTE1MDU0ODExMzItZmZjMjc3ZDA0NzUyNmQyMzYxN2QzZDNmZGM0MTc2MTJhNmU4Zjk5Yw==) (pdf, 246kB)

**Nationality requirements**

Open to UK, [Commonwealth](http://thecommonwealth.org/member-countries) and [European Economic Area (EEA)](https://www.gov.uk/eu-eea) and certain non EEA nationals. Further information on whether you are able to apply is available [here](https://www.gov.uk/government/publications/nationality-rules).

**Working for the Civil Service**

The [Civil Service Code](http://civilservicecommission.independent.gov.uk/code/) sets out the standards of behaviour expected of civil servants.

**Further information**

As part of pre-employment screening you will be subject to a check on the Internal Fraud Database (IFD). This check will provide information about employees who have been dismissed for fraud or dishonesty offences. This check also applies to employees who resign or otherwise leave before being dismissed for fraud or dishonesty had their employment continued. Any applicant’s details held on the IFD will be refused employment.

[](http://civilservicecommission.independent.gov.uk/)

[](https://www.gov.uk/government/collections/disability-confident-campaign)

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