

Job Description

TITLE: BBO Age of Opportunity Lead

BASED AT: Bootstrap Offices, 35 Railway Road, Blackburn, BB1 1EZ

Organisational Relationships:

- a) **Reports to:** Bootstrap Business Manager
- b) **Manages:** Bootstrap 'Age of Opportunity' delivery staff
- c) **Co-ordinates with:** SELNET BBO project management staff
Delivery Partners on programme delivery and their employees
- d) **Hours:** 37 Hours per week (Fixed term till March 2020, subject to funding)

Salary: £30,178 p.a.

BACKGROUND & JOB SUMMARY:

Bootstrap is a delivery partner in the Age of Opportunity project in Lancashire. The Age of Opportunity is part of the nationwide Building Better Opportunities programme, funded by the European Social Fund and The National Lottery Community Fund to help tackle the poverty and social exclusion faced by the most disadvantaged people in England.

The Age of Opportunity project has been designed specifically to meet the needs of over 50s who would like to work but are unable to without additional skills or support. A core focus for this project is supporting older people who are most at risk of social exclusion due to mental or physical health difficulties, homelessness or being full-time carers, for example.

Bootstrap has lead responsibility for the delivery for employability - getting the client ready for work. Alongside partner organisations, we will work with clients who are engaged on the programme to enter training, job-search and ultimately paid employment. Bootstrap staff will be responsible for employability IAG etc. across East Lancashire, the post-holder will manage Bootstrap project delivery staff and provide support to partners across the rest of Lancashire.

MAIN DUTIES TASKS AND RESPONSIBILITIES

To develop close working relationships with Selnet and other delivery partners.

To maintain relationships with delivery partners for employability, in order to provide support to meeting the identified needs of project participants.

To operate a referral distribution system within partners, ensuring that delivery partners have the correct information for participants they are required to work with.

To have in depth knowledge of services offered by all partners within the relevant Theme, so that referrals from Navigators can be allocated correctly and swiftly.

To develop and maintain knowledge of local provision relating to the employability area, in order to avoid duplication of offer and ineligible provision.

To work closely with Selnet's Project Delivery Lead Officer, who will be the first point of contact with enquiries relating to delivery of the project.

Provide representation at BBO Project Management Group meetings.

Work as a member of the Bootstrap management team providing services to partners and member organisations.

To complete and submit monthly financial and quarterly reports on project delivery.

Capture user satisfaction and contribute to the production of evidence based reports as required by Selnet.

Use a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, Access, etc., to produce correspondence and documents and maintain presentations, records, spreadsheets and databases.

Work as a member of the team working with BBO Age of Opportunity partners and wider organisations, making use of other delivery partners in order to best meet the needs of the participant.

Deal professionally and proficiently with enquiries from colleagues, business contacts, visitors and members of the public.

Support or represent the Selnet and Bootstrap colleagues at events and meetings as required and provide a professional service.

Assist with all general office duties as and when required.

GENERAL CONDUCT

The post holder will be expected to maintain professional conduct and appearance. The post holder will be required to sign an agreement of confidentiality in relation to some aspects of the enterprise. All staff are expected to conform to the policies and procedures in respect of employment, health and safety and risk management and acknowledge they have read and understood them. In line with good practice appraisals carried out to review performance and consider continuing professional development.

This job description outlines the main responsibilities of the person appointed as BBO Age of Opportunity Lead.

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Bootstrap Enterprises is the trading name for Bootstrap Company (Blackburn) LTD
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