



Education, Employment and Training Worker

Application Pack

BE THE TRAILBLAZER
ACTIVATE CHANGE
STRENGTHEN LIVES
BUILD COMMUNITIES
EMBRACE THE CHALLENGES
BE THE HELPING HAND
FAITH TAKING ACTION
PURPOSEFUL ACTION
REAL PEOPLE
REAL FAITH
RISK TAKERS

FROM CHURCH ARMY

We are delighted that you are interested in the role of Education, Employment and Training Worker with Church Army. We really hope that as you read through this job pack you get a clearer sense of who we are as Church Army and how this role fits into our desire to see communities across these islands transformed.

This is an exciting time to be part of Church Army as we continue to grow our frontline work in addition to implementing the new strands of our DARE strategy in the next three years to further our impact and reach our vision.

We are passionate about seeing communities transformed which is why Church Army is proud to work in some of the toughest communities across the UK and Ireland and make an impact that brings about real-life change. Our Centres of Mission, which are created in partnership with Diocese, are where we deploy evangelists into communities to share faith and empower and equip the local church in mission and evangelism. We are working hard in our aim to increase to 50 Centres of Mission by 2027. In Marylebone London, we run the biggest women's only hostel which empowers women to end their homelessness and live their lives to the full. We also run the Amber Project in Cardiff which helps over 100 young people each year who battle self-harm; as well as a hostel for young people.

Our GRACEUP values are at the heart of all that we do. We are proud of our committed and passionate staff team who all contribute to our vision of seeing communities transformed. In joining Church Army, you will belong to a community of gifted people who are proud to do what they do, and we work hard to make sure our team know that they are valued for their contributions and know that they are making a difference to the lives of hundreds of people.

This role of Education, Employment and Training Worker comes at an exciting time of growth and development at the Marylebone Project, as we continue to holistically support and empower women into independent living.



EMBRACE THE CHALLENGES
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PUSHING BEYOND THE FRINGES



CHURCH ARMY

Our vision

For everyone everywhere to encounter God's love and be empowered to transform their communities through faith shared in words and action.

Our values

Everything we do is underpinned by our GRACEUP values:

Generous - We want to model God's generosity to others.

Risk-taking - We have a long heritage as a pioneering movement, prepared to take risks and give colleagues permission to seek to do new things.

Accountable - We are accountable to God and others. We want to be reliable and live responsibly to high professional standards.

Collaborative - We are committed to partner with those who share our values; we believe it enhances our work.

Expectant - We are hopeful, expecting God to do new things amongst us.

Unconditional - God loves everyone and everyone is significant in his eyes; we will serve anyone regardless of their age, gender, race, sexuality, faith, ability, status or circumstances.

Prayerful - We listen for God's voice and want to be obedient to him. We want to be like Jesus in our actions and witness.

See our [We are Church Army](#) video here

THE MARYLEBONE PROJECT

The Marylebone Project is a Registered Social Landlord set up through a partnership between Church Army and the Portman House Trust.

We provide 112 long and short term beds to homeless women and offer essential facilities and support to women who visit our rough sleeper's drop-in at the Marylebone Centre. The Marylebone Centre also delivers education, employment and training opportunities and meaningful activities in order to support service users into independent living.

Those we support are often affected by substance misuse, unemployment, domestic violence and mental health issues. Whatever their story, we aim for the same ending; self-esteem, employment and independent living. We do this by providing shelter, emotional support, education opportunities, spiritual space, and events in a welcoming and secure environment.

Our ethos is that each woman is a very special person and through the themes of:

Spirituality - that God loves each person regardless

Hospitality - that all are welcomed

Empowerment - equipping women to make informed choices

Resettlement - encouraging and supporting women towards independent living



The Marylebone Project is led by our General Manager, Phillippa Middleton. We currently employ around 50 staff at the Project in a range of roles. Our Project is reliant on the generous giving of our supporters and is a commissioned service through Westminster Council. We operate across two sites: Bradbury House and Elgood House. The accommodation based support service we offer is 24-7 with our drop-in expanding to 24-7 in the coming months too.

"I am so pleased to be the first-ever Patron of the Marylebone Project. This amazing place serves hundreds of homeless women every week and helps them make a fresh start. I love how the project empowers women to make the changes to transform their own lives. I see this myself when I visit, and I am always inspired by the stories of the women I meet."

Ellie Goulding, Patron



Education, Employment and Training (EET) Worker

We are looking for an EET worker (female)* who is committed to transforming the lives of our women through our innovative Meaningful Activity Programme. This is a fantastic opportunity within the Project, delivering meaningful activity and EET opportunities for women, giving lots of scope for creativity and development.

Within this role you will be required to provide exemplary support to the women we serve, supporting them in their journey to recovery. This role plays an integral part in developing life and employability skills whilst providing opportunities for involvement and ultimately job procurement. You will gain varied experience developing a revitalised service, one which serves and works with our women.

This role works with all departments of the Marylebone Project, and will develop exciting new relationships with external partners, and creating work and training related opportunities for women.

You will build relationships with a range of stakeholders in order to provide learning and employment opportunities for our women. You will create and deliver a range of educational courses, vocational activities, and Life skills Programmes to equip our women with the skills needed for employment.

You will be joining the team at an exciting time; your role will be based within our newly refurbished Centre. The Centre team are dynamic and creative, working within a trauma-informed approach to draw out the strengths of women to empower them into independent living. Therefore, you need to be someone who is motivated, energetic, creative and a strong team player.

The ideal candidate will possess effective communication and interpersonal skills and able to work well with others. You will need to be someone who can work with other people unconditionally, who has an understanding of the challenges of homelessness and can work without judgement. The nature of the role means that you will be working in a fast-paced environment, so you need to be a person who flourishes working in a busy environment, is resilient, and enjoys helping others grow. You should have a positive mindset, be able to work flexibly so that you can respond to the needs around you and be passionate about making a difference. Our values are at the heart of what we do, so you should be someone who models these in all they do.

Ruhamah Sonson, Centre Manager

Marylebone Project



Please keep your belongings with you at all times. Any item left in the Day Centre will be disposed by Staff.



JOB DESCRIPTION

Job Title:	Education, Employment and Training (EET) Worker
Location:	Marylebone Project, Westminster London
Responsible To:	Centre Manager
Responsible For:	The Marylebone Project meaningful activity programme
Purpose:	To develop, facilitate, participate in and monitor the meaningful activities programme.
Objectives:	<ol style="list-style-type: none"> 1. Work to deliver outstanding services and outcomes for the service users of the Marylebone Project. 2. Provide a safe and welcoming learning environment for service users and operate within the overall philosophies and ethos of Church Army. 3. Compile data for the Key Performance Indicators of all activities within the Marylebone Project. 4. To coordinate and facilitate a range of innovative programmes to equip women with the skills needed for employment and education.

KEY TASKS:

- 1. Work to deliver outstanding services and outcomes for the service users of the Marylebone Project.**
 - 1.1 Provide a holistic range of opportunities to enhance long-term outcomes for women.
 - 1.2 Coordinate and support the delivery of courses and activities related to education, employment and training which serve to empower service users.
 - 1.3 Identify and secure broader meaningful activity opportunities that positively contribute to outcomes for women.
 - 1.4 Liaise with current and prospective partners and identify and build working relationships with relevant agencies to provide EET and meaningful activity related opportunities for women.
 - 1.5 Provide needs assessments, and detailed training plans for service users, establishing a holistic programme for women according to need.
 - 1.6 Effectively work in partnership with Department of Work and Pensions (DWP), and to keep abreast of legislation, and both local and national developments to ensure that the programme is in unison with requirements. Work with colleagues to establish the EET programme as recognised activity within DWP.

- 1.7 Consult with service users and use outcomes and feedback to shape service delivery.
- 1.8 Create a handbook of services, and other literature surrounding employment rights and opportunities. Ensure these are maintained as current and relevant.
- 1.9 Provide both 1:1 and group support for women.
- 1.10 Liaise with opportunity providers such as recruiters and employers to support women in work, and to monitor progression.
- 1.11 Facilitate and actively promote service user involvement.

2. Provide a safe and welcoming learning environment for service users and operate within the overall philosophies and ethos of Church Army.

- 2.1 Demonstrate the highest standards of customer service.
- 2.2 Be aware of the Church Army and Marylebone Project procedures to ensure the health and safety of service users and staff.
- 2.3 Report all repairs, housekeeping, and maintenance issues to those responsible.
- 2.4 Handle and record incidents in accordance with agreed policies and procedures.
- 2.5 Take a positive approach to working with service users with complex needs and challenging behaviour.

3. Compile data for the Key Performance Indicators of all activities within the Marylebone Project.

- 3.1 Work in line with Psychologically Informed Environments Framework, and in response to key strategic priorities.
- 3.2 Define, implement, and manage all monitoring and evaluation of the programme systematically.
- 3.3 Collect relevant data for the Key Performance Indicators on a monthly, quarterly and annual basis, and to review these to monitor and shape service delivery.
- 3.4 Support the Fundraising Committee in identifying case studies and success stories for publication of fundraising material.
- 3.5 Work with external consultants with regards to monitoring and evaluation.
- 3.6 Devise and implement effective monitoring and evaluation methods in line with outcomes and strategy.
- 3.7 Provide regular reports and updates on the entire EET and meaningful activity programme.
- 3.8 Work with independent evaluators to review and report on the programme.
- 3.9 Work flexible hours so that sessions can take place during the evenings.
- 3.10 Demonstrate the highest standards of customer service.
- 3.11 Actively participate in staff meetings, feedback sessions, supervision with line manager and group supervision.

4. Coordinate and facilitate a range of innovative programmes to equip women with the skills needed for employment and education.

- 4.1 Support the Centre Team Leader and Manager in exploring new opportunities in developing work and volunteer placements, activities and classes by liaising with external providers.

- 4.2 Source new partners and maintain existing relationships with stakeholders to further develop opportunities for the EET programme.
- 4.3 Support women to attend training off site, as well as introductory days and EET related appointments.
- 4.4 Use effective and multiple communication methods to promote and build awareness around the EET and meaningful activity programme with staff, service users, and stakeholders.
- 4.5 Liaise and communicate closely with Support Workers and external support agencies to deliver a comprehensive support package for women.
- 4.6 Attend forums, meetings and networking events as required.
- 4.7 Work closely with all departments of the Marylebone Project to ensure quality support is offered to our service users.
- 4.8 Lead on and facilitate workshops and 1:1 sessions with service users which will include educational, motivational and confidence-building activities.

General

- To undertake any such duties as are commensurate with the post at the direction of the line-manager or senior manager.
- Be active as a member of the Centre team, demonstrating and encouraging participation in team meetings and in the overall objectives and life of the team.
- Attend an annual appraisal and regular one to ones with your line manager.
- Undertake any training as required for the role as identified in an appraisal or supervision.
- Adhere to Church Army's contractual and non-contractual policies at all times. These are outline in the Staff Handbook and on Church Army's intranet document library.
- At all times work within the Project's policies, including those relating to Supporting People, Housing Corporation, UK Employment Law, Health and Safety, Computer Use and Protection of Children and Vulnerable Adults. To be familiar with these policies, implement them both in your work and in relationship with other colleagues.
- Serve as an exemplary representative, and act in the best interest, of the Church Army at all times.



PERSON SPECIFICATION

The following sets out what we are looking for in the post holder. As you apply for the post and submit your application, please make sure you evidence with good clear examples how you meet the criteria below.

Essential	Desirable	Method of Assessment
EXPERIENCE, KNOWLEDGE AND QUALIFICATIONS		
At least one year of experience working within EET, life skills or a meaningful activity focused role with individuals who have low to high support needs.	Paid experience of working in an Education, Employment and Training Worker role within a supported accommodation provider.	<ul style="list-style-type: none"> • Application Form • Interview & Selection Process • Pre-employment checks (e.g. references)
Experience of successfully supporting vulnerable people into suitable employment.	Experience of working with women who have been affected by homelessness.	
Experience of working with partner organisations to support the needs of NEET people and those at risk of NEET.	Experience in marketing and promotion	
Experience in engaging hard to reach service users and partner working.	Qualifications directly related to careers advice or teaching.	
Relevant experience in providing career advice.		
A clear understanding of data protection, handling confidential information and operational knowledge of sharing information under these data protection protocols		
Proven experience of creating and facilitating 'Employability skills		

‘related workshops and educational programmes.		
SKILLS AND ABILITIES		
Ability to motivate those with complex needs to engage with education, training, and employment opportunities.		<ul style="list-style-type: none"> • Application Form • Interview & Selection Process • Pre-employment checks (e.g. references)
Demonstrate excellent customer service skills. And the ability to develop good working relationships and rapport with services users and stakeholders		
An understanding and commitment to equal opportunities and an ability to work in a non - judgemental way with people from a variety of ethnic backgrounds.		
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Evidenced negotiating and networking skills		
Willingness to take direction and instruction as part of working as a team.		
Good IT skills, possessing the ability to work with the full Microsoft Package and quickly learn internal systems		
Able to work on own initiative and as a part of a team.		

Ability to work under pressure and to be flexible in finding solutions.		
Strong organisational skills and the ability to show attention to detail.		
Proven excellent written and verbal communication skills.		
Proven time management skills, including the ability to organise and prioritise own workload.		
Proven ability to create and maintain administrative systems and records.		
ATTRIBUTES		
Passion for working with vulnerable women and providing outstanding service.		<ul style="list-style-type: none"> • Application Form • Interview & Selection Process
Resilient, approachable, and friendly.		
OTHER		
The successful candidate will be required to embrace and work within the aims and objectives of Church Army and the Marylebone Project.		
Willingness to work on a fixed rota pattern which includes early, late and weekends.		

OUTLINE TERMS AND CONDITIONS

Job	Education, Employment and Training (EET) Worker (Female*)
Salary	£28,386 per annum
Location	Marylebone, London
Hours	40 hours per week. A shift-based rota which includes early, late and weekend shifts.
Pension	The employee will be enrolled into a pension scheme providing the post holder meets the criteria for eligibility. Minimum pension contributions will be paid by the employer for you if you are eligible.
Annual Leave	28 days rising by one day a year to a maximum of 33 days after each full year's service; this includes 8 days for bank holidays.
DBS Requirement	This post is subject to an enhanced DBS (Disclosure and Barring Service) check and compliant with safeguarding policies and procedures. Safeguarding training will be required.
Probation Period	The post is subject to a six-month probationary period
Contract Type	Full-time, open-ended
Notice Period	4 weeks (after completion of probation)
Occupational Requirement	*Positions are exempt under the Equality Act 2010, Schedule 9, Part 1. Physical requirement: The Marylebone Project is based over two sites, 100m apart, and the job regularly involves walking throughout and between both sites. The Bradbury House site is a list building, over five floors, with stair access only. The postholder must be able to access all areas of the Project and may be required to do so quickly in the event of an emergency. There is also a requirement to

	travel across London for work related purposes. The ability to undertake these physical aspects of the role and to carry smaller items are required as essential.
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APPLICATION PROCESS

To apply, please submit an application form which is available to download from our website: www.maryleboneproject.org.uk

References will only be taken up once an offer of employment has been made, or unless we ask your permission to do so.

Applications should be sent to: recruitment@maryleboneproject.org.uk

Deadline: Tuesday 31st August 2021 at 8:00am.

Interview date: Friday 10th September 2021.

For more information about Church Army please visit: www.churcharmy.org

Offers of employment are made subject to:

- Evidence of your eligibility to work in the UK
- An enhanced DBS check
- Successful completion of a probationary period
- Two satisfactory references



Church Army is proud to be a Living Wage Employer.