

## LONDON BOROUGH OF LEWISHAM

### JOB DESCRIPTION

<b>Designation:</b>	Employment Project Coordinator	<b>Grade:</b>	PO3
<b>Reports to (Designation):</b>	Principal Jobs and Skills Officer	<b>Grade:</b>	PO5
<b>Directorate:</b>	Place	<b>Department:</b>	Economy, Jobs and Partnerships

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#### Main Purpose of the job:

The Jobs and Skills team is responsible for supporting local unemployed residents into work, increasing their skills, and working with local employers to secure new job opportunities for Lewisham residents.

The purpose of this role is to coordinate and oversee the operational delivery, partnership management, performance management, and reporting for the Youth Guarantee Trailblazer programme. The postholder will ensure the programme delivers high-quality, accessible pathways into employment, training and progression for young people, with a particular focus in this year on: care leavers; young people at risk of homelessness; youth justice experienced young people; and young people with Special Educational Needs and Disabilities (SEND).

This post includes line management of Employment Specialists and a core responsibility for contract and performance management of commissioned delivery partners, ensuring delivery is compliant, data-led, outcomes-focused and continuously improving.

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#### Summary of Responsibilities and Personal Duties:

- Coordinate and manage the timely and high-quality delivery of the Youth Guarantee Trailblazer programme, ensuring activity is outcomes-led and aligned to agreed eligibility and referral processes.
- Provide day-to-day leadership and line management to Employment Specialists, including supervision, workload planning, performance management, and support for professional development.
- Lead contract and performance management of commissioned delivery partners, including setting expectations, agreeing performance measures, reviewing delivery quality, addressing underperformance, and escalating risks appropriately.
- Establish and maintain robust programme management processes (plans, milestones, dependencies, risks, issues, decision logs) and ensure delivery remains on track.
- Work with internal and external partners to build strong referral routes and warm handovers, including Leaving Care / Personal Advisers, Housing & Homelessness services, Youth Justice Service, SEND services, education providers, voluntary/community organisations and employers.
- Oversee quality assurance across delivery activity to ensure a consistent, inclusive and trauma-informed offer for the priority cohorts, and that reasonable adjustments are embedded for young people with SEND.
- Manage programme performance monitoring and reporting, ensuring accurate and timely input to Hanlon and other required systems, and maintaining high standards of data quality and information governance.

- Produce regular performance reports, dashboards and narrative updates for internal governance, senior stakeholders and funders, translating complex information into clear and actionable insight.
- Manage delegated budgets/resources where applicable, including tracking spend, forecasting, and ensuring value-for-money and compliance with funder and council requirements.
- Coordinate evaluation and learning activity, ensuring evidence is captured to meet grant requirements and to drive continuous improvement across partners and internal delivery.
- Support employer engagement activity in collaboration with relevant teams/partners to secure opportunities such as work experience, apprenticeships, entry-level roles, sector-based pathways and progression routes.
- Prepare briefings and contribute to reports/presentations for boards, committees, political members and senior officers as required.
- Ensure delivery complies with safeguarding, GDPR and relevant statutory and council policies; maintain appropriate escalation routes and record-keeping.
- Undertake any other duties reasonably requested by the line manager commensurate with the grade and scope of the post.

## **Generic Responsibilities**

1. To represent the Council at meetings and events to promote the employment of local residents
2. To adhere to the Council's safeguarding policies and procedures
3. To maintain appropriate monitoring systems to track clients into jobs, training and work experience places.
4. To provide support in the planning and delivery of events
5. To assist in the preparation of external funding bids and project proposals.
6. To promote Equality of Opportunity and access to services at all times in line with the Council's Equal Opportunities policy.
7. To ensure that the operation of the scheme complies with all relevant statutory legislation
8. To undertake appropriate personal development in line with departmental needs and strategic plans, commensurate with the grade and scope of the post
9. To work toward the achievement of objectives / tasks mutually agreed and included within the individual and departmental work plans
10. To undertake any other duties commensurate with the grade and scope of the post as directed by the line manager
11. To be available to attend occasional weekend and evening events and /or meetings
12. Assist in carrying out the Council's environmental policy within the day to day activities of the post.

Internal Contacts: These include: Economy, Jobs and Partnerships team, Children's Services, Housing, Integrated Adolescence Services, Adult Learning, Finance

External Contacts: This will include: Contracted delivery partners; employers; colleges and training providers; voluntary/community sector organisations; and regional/national stakeholders relevant to the Youth Guarantee Trailblazer.

All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff: 3

Title: Employment Specialist	Grade	PO1	No of posts	3
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## PERSON SPECIFICATION

### Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person and are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

<b>Equality &amp; Diversity</b>	
Awareness of and a commitment to Equality of Access and Opportunity in a diverse community	S
Understanding of how equality and diversity relates to this post	S
<b>Knowledge</b>	
Advanced knowledge of mainstream Microsoft computing applications including Word, Excel and PowerPoint	
Knowledge of Data Protection (GDPR) and safeguarding requirements	
Knowledge and experience in monitoring and reporting on projects	
Knowledge and experience in delivering and monitoring public sector grant funded services	<b>S</b>
<b>Aptitude</b>	
Ability to work independently including to plan own workload, manage competing priorities and use project management methodologies to track and manage multi-disciplinary projects and programmes contemporaneously and to deadlines	S
Creative, flexible and positive approach to dealing with changing needs and internal and external stakeholders and partnership requirements understanding of the need for continuous improvement, and an ability to innovate	S
Ability to prioritise and delegate effectively where necessary, able to make decisions independently	
Capacity to influence colleagues within the organisation at all levels to garner their support and 'buy in' to the Lewisham Works programme	
<b>Skills</b>	
<b>Skills can only be used as shortlisting criteria if the skill is to be tested</b>	<b>(To Be Tested – T)</b>
People management skills, with an ability to motivate and support a team to deliver high performance with integrity	S
Excellent skills in writing partnership and reporting documents to a high standard	S
Ability to analyse and interpret complex information, manipulate quantitative and qualitative data, and evaluate need and risk	

Ability to conduct evaluations and to produce impact and monitoring reports	
Ability to maintain a solutions-based approach in a self-reliant and evidence-based manner	
Skilled at analysing complex information to produce clear recommendations and plans	
Ability to be well-connected to a range of information sources to ensure that programmes are relevant and situated in broader local and national policy frameworks	
Positive communication techniques to make presentations and conduct meetings with a range of audiences and external stakeholders	S
Ability to produce reports of the highest level of professional presentation and accuracy, in a clear and succinct manner	
Ability to prepare engaging and accurate briefings and presentations aimed at a range of partners and stakeholders including young people, politicians and partners	
<b>Experience</b>	
Experience of delivering programmes and frameworks in a relevant field	
Experience of delivering programmes in a public-sector or similar organisation, building effective networks and working across organisational boundaries and externally in partnership with other stakeholders and agencies	S
Demonstrated experience in budget and financial administration	
Demonstrable experience in managing programmes including budgets, timelines, monitoring and evaluation and impact measurement	
Demonstrable experience in building effective networks and relationships with a range of partners	
<b>General Education</b>	
Relevant professional qualification in a relevant field	
Excellent levels of literacy and numeracy	
<b>Personal Qualities</b>	
Values diversity and actively committed to equality in service provision and employment	
Flexible and adaptable willing to work outside traditional hierarchical relationships	
<b>Physical</b>	
Generally candidates must meet the standard Lewisham requirements for the post	

**DBS Disclosure Required**    **Basic**     **Standard**     **Enhanced**

(Tick as appropriate – guidance available from your HR Advisor, if a DBS is not required please leave boxes blank)