

## Outreach Worker

### Job Description

#### *A. Purpose of Job:*

1. To provide a creative and user-led approach to employability and to support BAME women to:
  - recognise their own current skills and capabilities that may be transferred to enterprise/employment situations;
  - sign-post and support them to initiate or navigate a fulfilling career pathway that meets their needs and aspirations;
  - support them in up-dating and/or developing specific relevant skills and capabilities through creative activities;
  - support them into enterprise, employment, education, training or job searching;

#### *B. Duties of Job:*

1. Work as a co-ordinating, delivering practitioner to support unemployed or economically inactive BAME women living in Haringey and Enfield establishing relationships in a range of environments with an approach that is welcoming and meets their individual needs.
2. Provide and develop work with unemployed or economically inactive BAME women living in Haringey and Enfield in accordance with current legislation and good practice guidelines through a variety of outreach and referral methods.
3. Identify and maintain a record of local community resources to help women access these.
4. Build positive relationships with groups of BME women who are currently unemployed or economically inactive to raise awareness about opportunities to recognise and develop their own skills and capabilities to engage in fulfilling careers, self-employment, education and training.
5. Provide structured individual support to women using appropriate assessment tools including an individual development plan with agreed strategy and targets.
6. Develop, deliver and evaluate an appropriate and relevant range of workshops and one-to-one sessions for women to meet their specific needs.
7. Promote an environment that safeguards and protects vulnerable adults and children and when necessary take responsibility for ensuring the appropriate procedures are followed.
8. Support the development of sustainable peer-led activities and networks to provide women with long-term support within the community, including through peer mentoring.
9. Empower women to lead on the development of peer-led activities providing them with opportunities that will build on their strengths and resources
10. Develop and maintain effective working relationships with Collage Arts, project partners and across relevant partner agencies in other sectors, if required, promoting a multi-agency approach to meeting the needs of the women. Project partners will include mentors, coaches, personal and professional trainers, potential and prospective employers, education and training providers and other relevant voluntary and statutory agencies.

11. Maintain clear and accurate records and produce written and verbal reports as required ensuring that all personal data is handled in a confidential and sensitive manner in line with the data protection procedures of Collage Arts.
12. Deliver required input for management and administration duties to be carried out as required, working closely with the Project Administrator.
13. Manage workload and plan time effectively.
14. Take responsibility for own professional development.

*C. General Duties:*

1. Ensure that the policies and procedures of Collage Arts are followed, and that the service is always delivered in accordance with professional standards, policy and practice and the relevant statutory frameworks.
2. Work flexibly and respond positively to changing service needs and carry out any other duties within the scope of the post as directed by the Collage Arts senior management team.
3. Deliver the Collage Arts commitment to equality of opportunity through actively promoting equality and diversity in the work place and in the services delivered.
4. Ensure that the needs of all women are met, sensitive to gender, race, disability, creed, belief and sexual orientation. Celebrate diversity and challenge stereotyping, prejudice and unlawful discrimination in the delivery of the service.
5. Take responsibility for ensuring the safety of yourself and all users and their children, if required, through ensuring full compliance with Collage Art's Health and Safety policies and practice and effectively identifying, assessing and managing any risk whilst working in different locations in North-East London.

*Person Specifications*

We are looking for someone who is:

- Self-sufficient, assertive and who possesses excellent communication and interpersonal skills combined with the empathy and sensitivity to build and develop supportive relationships with BME women.
- Able to maintain professional boundaries and adhere fully to safeguarding policies and procedures, as required.
- Committed to values of empowerment and equality and able to work in a positive and gender-informed way.
- Experienced in engaging people through innovative and flexible methods.
- Able to use engagement skills, professional knowledge and a person-centred approach to ensure women's needs are met and make a real difference to their lives.
- Able to deliver group work to BME women using socio-educative approaches and focus groups to create a space for them to share their views and wishes about what they and others need from the service.
- Efficient and effective at managing own workload, multi-tasking, setting priorities to meet targets and produce deliverables to requirements.
- Flexible and responsive to changing priorities or circumstances.
- Able to record, monitor and share relevant data appropriately and subject to Collage Arts policy on data protection.
- Able to produce documents, social media and verbal input as required by the project stakeholders.

- Fully committed to the principles of Equality and Diversity as required by UK law and as stated by the Trustees Board of Collage Arts (see Collage Arts Equality and Diversity Policy).