

JOB DESCRIPTION

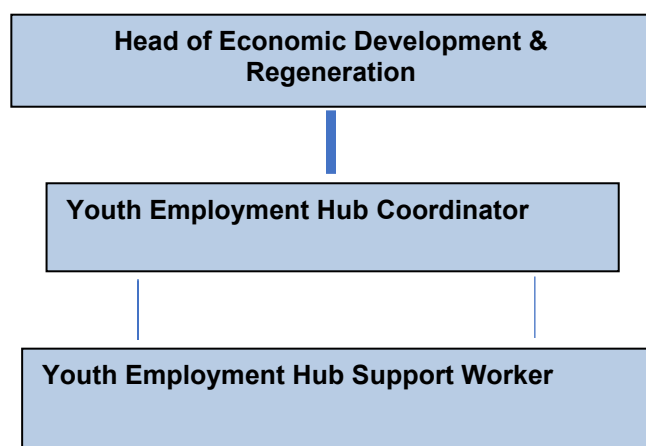
Job Title:	Youth Employment Hub Coordinator		
Directorate:	Place	Salary:	£41,771 - £47,181 per year Plus £729 London Weighting
Section:	Economic Development & Regeneration	Grade:	BG-F, SCP31 - 36
Location:	Open Learning Centre	Work Style:	Flexible

Key Objectives of the role

- To lead and coordinate the day-to-day delivery of the Bracknell Youth Hub, ensuring high-quality support for young people aged 18 - 24 (and some aged 16 - 17) who are not in education, employment or training.
- To manage delivery partnerships and ensure all targets, funding requirements and outcomes are met.
- To contribute to Bracknell Forest Council's Post 16 strategy, and economic strategy supporting inclusive progression pathways for young people.

Designation of post and position within departmental structure

Reports to: Head of Economic Development & Regeneration
Works alongside: Post 16 Strategy Manager, Bracknell Forest Skills Hub, Elevate Team, Economic development Team, DWP Job Coaches
Line manages: Youth Hub Support Worker
Provides informal supervision: Co-located DWP Job Coaches (Hub-based)



Daily and monthly responsibilities

- Oversee the daily operations of the Youth Hub at the Open Learning Centre, ensuring a safe, inclusive and professional environment.
- Coordinate referrals, triage new young people into the service, and manage allocation of caseloads.
- Carry out structured assessments of barriers to employment, education or training where appropriate, and support the development of personalised action plans.
- Hold a small caseload or provide direct support where needed, maintaining flexibility to respond to demand or complexity.
- Line manage the Youth Employment Hub Support Worker and provide day-to-day leadership across the team.
- Work closely with DWP Job Coaches, Skills Hub, Elevate staff, employers, training providers and council services to coordinate holistic support.
- Lead the development and delivery of the Hub's action plan, ensuring all grant outcomes and KPIs are met.
- Support employer engagement through links with the Skills Hub, Bracknell BID, Elevate and wider council and community networks.
- Monitor service performance, track individual progress and produce data reports for funders and internal use.
- Develop and embed youth voice initiatives, ensuring young people shape the Hub's environment and activity.
- Act as the lead safeguarding contact on site and ensure all delivery reflects safeguarding and trauma-informed practice.
- Use strong knowledge of local services (internal and external) to signpost appropriately and build collaborative pathways of support.

Scope of role

- Responsible for the day-to-day coordination of services for approx. 140 young people annually.
- Key role in delivering DWP grant outcomes, including employability, training and progression measures.
- Oversight of funded roles and coordination of co-located partners.
- Contributes to borough-wide strategy on NEET reduction, youth employment, and inclusive pathways.
- No direct budget responsibility but responsible for monitoring programme performance and delivery spend.
- High level of partnership working, influencing both internal and external stakeholders

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<p>Level 4 qualification or equivalent experience in youth work, employability, education, social care or a related field</p> <p>Evidence of continuing professional development relevant to the role</p>	<p>Level 5 qualification or project management training</p> <p>Designated Safeguarding Lead training</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Experience of coordinating services or programmes for young people, particularly those who are NEET or facing complex barriers</p> <p>Experience of carrying out structured assessments and developing action plans</p> <p>Experience of holding a caseload or delivering one-to-one support</p> <p>Strong knowledge of local services and ability to signpost effectively</p> <p>Experience of line managing or supervising staff</p> <p>Experience of working in a multi-agency environment and building effective partnerships</p> <p>Ability to monitor performance data and report against outcomes</p> <p>Excellent communication, interpersonal and organisational skills</p> <p>Confident IT user, including case management systems and reporting tools</p> <p>Understanding of safeguarding responsibilities and the ability to lead a safe and inclusive service</p>	<p>Knowledge of the local labour market and post-16 progression pathways</p> <p>Experience of working with DWP, Jobcentre Plus or Universal Credit claimants</p> <p>Experience of developing youth voice and co-design initiatives</p> <p>Experience of identifying and delivering effective employer engagement</p>
Work-related Personal Requirements	<p>The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.</p> <p>Committed to inclusion, equity and positive outcomes for young people</p>	<p>Experience of project planning or innovation in youth support settings</p>

	<p>Flexible, proactive and solution-focused</p> <p>Able to work independently and within a team setting</p> <p>Values young people's perspectives and promotes a person-centred approach</p>
Other Work Requirements	<p>A satisfactory enhanced Disclosure and Barring Service check.</p> <p>This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016; the requirement to fulfil all spoken aspects of the role with confidence in English applies</p> <p>This post is exempt from the Rehabilitation of Offenders Act 1974</p> <p>Ability to work occasional evenings or weekends</p> <p>Demonstrates integrity, respect, and a commitment to learning</p> <p>Models inclusive and customer-focused behaviour</p> <p>Supports the Council's Equal Opportunities and Equality & Diversity policies</p>
Role models and demonstrates the Council's values and behaviours	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

