



## DENS ETE Co-ordinator

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<b>Post Title</b>	ETE Co-ordinator
<b>Hours</b>	37.5 hours
<b>Salary</b>	£25,000
<b>Location</b>	Based at the Elms hostel and The Hub, with travel across DENS services. You may need to work from home on occasions due to COVID restrictions.

### 1 Overall

The ETE Co-ordinator will play a vital role in the implementation of DENS Empowerment Programme. Working close with colleagues across the organisation, the ETE Co-ordinator will empower clients to take the next positive step in their lives by the supporting and assisting them to access education, training, employment or volunteer work.

A full driving licence valid in the UK, and access to a vehicle is essential.

The ETE Co-ordinator will report to the Head of Accommodation Services, and will work across DENS services.

### 2 Specific tasks

The main tasks for the role of ETE Co-ordinator will include but are not limited to:

- To work with clients to develop and support them to implement realistic and focused ETE plans; continue to work with the clients to monitor the plan and make changes where appropriate.
- Work with external training providers, local employers and other agencies to identify training, volunteering and employment opportunities for our clients.
- To develop formalised training pathways with clients
- To understand the learning needs of clients and signpost to relevant external agencies and training providers.



- To work with the Social Enterprise Co-ordinator to develop social enterprise training pathways for clients.
- To monitor client progress using Inform and produce written reports and complete monitoring and evaluation procedures as requested by your Manager.

### **3 Person Specification**

#### **3.1 Knowledge and skills**

- Understand the causes and effects of homelessness
- Understanding of the barriers to ETE for vulnerable adults
- Knowledge of the adult learning sector
- Understanding of the job market
- Ability to work across teams and with external organisations
- Ability to motivate individuals who present a range of challenges
- Ability to organise and prioritise workload
- Ability to work with an IT based CRM

#### **3.2 Communication Skills**

- Excellent written and verbal communication skills
- Experience in public speaking and making presentations
- Ability to modify communication style to meet the needs of a range of target audiences

#### **3.3 Experience**

- Experience of working with homeless people or other vulnerable adults
- Experience of working across organisations and developing partnerships with other organisations
- Experience of supporting others, either in a work or voluntary capacity.