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**JOB DESCRIPTION**

**Title:** Wider Determinants (WDH) Project Worker - Fixed Term March 2025

**Hours:** 16 hours a week

**Salary:** £12.65 Per hour

**Responsible to:** Project Manager

**Based:** JST, The Hub, 30 Ebenezer Street, Coseley, Bilston, WV14 9LJ

The post-holder must complete an **Enhanced Disclosure and Barring Service** **Check,** as the Project specifically targets legally defined vulnerable adults.

Just Straight Talk promotes integrity and good conduct in all employment matters. We will ensure all applicants are treated fairly, consistently, and impartially for all posts.  JST will seek to avoid discrimination on the grounds of gender, age, race, disability, marital or civil partnership status, gender reassignment, race, sexual orientation, religion or belief and pregnancy or maternity throughout every stage of the recruitment process.

**BACKGROUND**

**Just Straight Talk** was established in October 2012. JST provides advice and help to unemployed and economically inactive people who are looking for employment, training opportunities, education, improving housing and health

This will involve working with partners and leads across Walsall to complement and support the current JST services and promote the other WD projects. We will also work flexibly with people already working with JST projects in and out of groups who may have a range of needs, from poverty and disadvantage to those who are living with physical and mental illness.

**Key Tasks**

The post holder will operate and work flexibly to ensure the project delivers its outcomes for people and other stakeholders. The role will include:

**Development and Delivery**

* Adopt the JST and Wider Determinants project’s ethos and embed it into all aspects of delivery across the Borough of Walsall
* Coordinate and support the Wider Determinants Walsall projects, working closely with all of the JST services to deliver structured and non-structured support, which adds additionality and supports the JST & WD projects
* Supporting people to overcome their barriers to reaching their life potential by utilising the JST projects and the other Wider Determinants projects available
* Maintain Wider Determinants records of delivery, including the recording of demographics, needs data and interventions, including progression and outcomes on the monitoring forms
* Ensure all participant records are accurate and in line with requirements, including data confidentiality, details of registration, engagement, involvement, delivery undertaken, and relevant outcomes achieved
* Capture and share evidence of participants' progress, utilising various innovative and creative methods such as photography, video, diaries, case studies, and recordings.
* Ensure participants are registered and enrolled promptly
* Complete required documentation and electronic systems, including registration forms, follow-up outcomes and evaluations to a high standard and within Funders contractual and timescales
* Work effectively with the Project Manager to take direction regarding the JST services about the needs and gaps required across the project demographics education & employability, welfare rights, housing and socio-economic support, mental well-being, activities that promote physical health and social connection and community
* Develop effective working relationships with partners & stakeholders regularly to share best practice
* Work effectively with leads Brownhills Community Association (Walsall), attending meetings and updating on the progress of Wider Determinants
* Attend team meetings to aid regular communication
* Ensure positive actions to safeguard Adults & Young People you come into contact with, following policies and procedures around the safeguarding of those individuals
* Undertake advocacy support, including attending and contributing to multi-agency meetings
* Maintain good working relationships with all delivery/service providers
* Complete risk assessments if required, ensuring information is recorded regularly, reviewed and updated accordingly
* Attend all mandatory training and development sessions
* Work flexibly, including geographically across the partnership
* Adhere to lone working policies and procedures
* Produce monthly progress reports as directed by Line Manager & support with Monitoring claims

**Other**

* Promoting and championing the NHS Wider Determinants project, JST as an Organisation and other projects
* Update and sending of monitoring spreadsheets, narrative reports and case studies to leads by deadlines
* Providing verbal and written reports to Line Manager
* Undertaking regular supervision with Line Manager
* Actively participate in relevant staff training and development opportunities
* Attend and actively contribute to team meetings, including the sharing of best practice
* Adhere to and implement all relevant policies and procedures
* To undertake out-of-hours working as required
* Other activities as required for the success of the JST Project
* Other duties commensurate with the post

**PERSON SPECIFICATION**

As a credible, professional and experienced Project Worker, you will be able to demonstrate a successful track record of

* Engaging Adults from the thematic themes, in particular, those individuals with complex and disadvantaged backgrounds
* Delivering and supporting the JST service that is transformational, intensive, person-centred, and solution-focused
* Supporting adults in overcoming their barriers and progress, moving closer to the labour market or into sustained employment.
* Ideally, you will have a ‘lived’ experience of one of the thematic areas.
* Understanding of stacked health inequalities, mental and physical health, poverty, distress and suffering
* Experience working with people who have faced inequalities

**Skills, Knowledge and Experience Essential**

* Demonstrable substantial experience in working with challenging and vulnerable groups, particularly around reaching life potential and entry to training & employment
* Ability to engage, develop and build relationships with adults from thematic groups
* Ability to develop and maintain through direct face-to-face work with individuals a programme which reflects the expressed needs and enthusiasm of the individual
* Experience in undertaking intensive work with adults that is solution and outcome-focused
* Experience of multi-agency working and how to maintain effective professional relationships
* Ability to facilitate the personal, social and educational development of individuals
* Ability to organise and deliver to small groups
* Knowledge of existing Entry into Employment support services, including existing training and skills provision
* Demonstrable experience in relationship building with a range of partner organisations
* An understanding of the voluntary and community sector and its key drivers
* Experience in working with people
* Experience in negotiating goals and achievement strategies with individuals
* Knowledge of legal, financial and personal welfare issues and regulations relevant to our thematic groups/individuals
* Experience in delivering against targets
* Computer literate, including databases, Microsoft Office, and Word
* Ability and experience in keeping accurate and timely client records in line with funding requirements
* Working knowledge of confidentiality, GDPR and Data Protection Act 2018

**Personal Attributes Essential**

* A clear commitment to “experts by experience”
* Solution and improvement focused
* Level 2 Safeguarding Training
* A willing and active listener with excellent communication skills
* A participatory style of working
* Patient and flexible with an ability to encourage and support
* Ability to build confidence, motivation, and optimism in an individual
* A strong commitment to collaborative working
* Ability to prioritise and manage own workload
* Ability to negotiate and influence
* Tolerant and respectful of individual differences, non-judgemental
* Ability to build and maintain effective relationships internally and externally
* An effective and clear communicator
* High level of self-motivation
* Ability to work as part of a team
* Experience in organising workshops and events online and in person
* Experience in working with complexity and ambiguity

**Desirable**

* Experience in interfacing with other a range of other support agencies
* Educated to degree or equivalent NVQ Level 3/4 IAG or standard willingness to train or equivalent by experience.
* Car driver with access to own vehicle
* Working within a charity or social enterprise (desirable)
* Excellent knowledge of the Walsall area
* Good Leadership skills and experience of working with volunteers with the ability to help others develop their leadership skills
* Networking and influencing skills to find additional resources for the community
* Experience in problem-solving to find solutions that work for a variety of people

**Other:**

The ability to travel around the Black Country regularly as required by the demands of the post.

This post is subject to an enhanced check by the Disclosure & Barring Service regarding any previous criminal record.