

# Beresford Street Kitchen

## JOB DESCRIPTION

JOB TITLE: **Partnership Lead**

REPORTS TO: Programmes Manager

### 1. JOB PURPOSE

To develop and deliver Partnership Programmes that contribute to changing perceptions in society and support our vision of an inclusive workforce, where people with learning disabilities and/or autism have the opportunity to maximise their potential, be recognised for their skills and be regarded positively and with respect.

To achieve positive independence outcomes for crew by promoting the work of BSK Academy, increasing community presence, and developing networks and partnerships with other organisations that share our aims and objectives.

To achieve positive employability outcomes for crew by promoting the BSK Training Programmes and developing strategies for effective employer engagement, immersive training, the Champions Programme, work experience and onward employment support.

To support the training, welfare, and personal independence of crew in a variety of settings.

### 2. PRINCIPAL ACCOUNTABILITIES

- Responsible for the delivery of the BSK Academy Partnership Programmes
- Increase BSK's profile and impact through engagement and influencing activity
- Represent the organisation effectively to external audiences in meetings, events, and in the media, promoting the vision and mission of the charity
- Networking with other agencies who have a similar vision
- Recruit a team of volunteer Community Champions who support our aims and objectives to share relevant information and help collect data around barriers to inclusion
- Generate content to be shared on social media to support key messages
- Ensure crew have a strong and influential voice in communications about community and employment
- Lead on strategies for effective employer engagement
- Assist employers with creating work experience opportunities
- Provide support and advice to employers
- Ensure there are appropriate work experience placements for crew, and that there are clear employment pathways in place for crew at the end of their employment programme
- Report on progress of crew in work experience and crew graduates to Academy leads on a regular basis

- Acting as the main point of contact for crew, employers, families, and other support agencies for crew members in outside work experience placements or crew graduates
- Develop and promote the champions programme within employer partner organisations
- Provide support through the onboarding and induction process with crew transitioning to onwards employment and provide ongoing support to both the crew graduate and employer as required to ensure high retention
- Support the crew graduate in continuing to engage with Crew + and refer back to the learning team for any flexi timetable courses as deemed appropriate
- Lead on the immersive training offer within BSK Enterprises
- Maintain up to date knowledge of changes in legislation, policy guidance and good practice relating to inclusion and employment of people with learning disabilities and/or autism both locally, in the UK and internationally
- Escalating safeguarding concerns in a timely and confidential manner
- Attend management, team and staff meetings, and crew reviews. Attend training opportunities to enhance professional development. Be fully versed in Academy policy and best practice.
- Carry out administration tasks related to the role
- Maintain a professional environment ensuring standards of health and safety, tidiness, cleanliness, and general care are preserved.
- 1<sup>st</sup> Aid and Fire Marshall duties

This is not an exhaustive list of accountabilities and the postholder will be expected to be flexible and adaptive to the needs of the business.

### 3. KNOWLEDGE AND SKILL

Experience	<ul style="list-style-type: none"> <li>• 2 + years' experience working with people with learning disabilities and/or autism is essential</li> <li>• Level 2 or above in Health and Social Care or equivalent qualification or Team Leader/Manager experience preferred</li> <li>• Experience of mentoring others is desirable</li> <li>• Experience working positively as part of a large and diverse team is essential</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Numeracy/literacy skills to a minimum of level 2 standard</li> <li>• Appropriate First Aid training, SPELL, TSI and Fire training (or be willing to work towards achieving this in the first 12 months)</li> </ul>
Skills & Knowledge	<ul style="list-style-type: none"> <li>• The ability to communicate at all levels while exercising a high degree of confidentiality is essential.</li> <li>• Ability to relate well to adults with learning disabilities and/or autism is essential</li> <li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> </ul>

	<ul style="list-style-type: none"> <li>• Understanding of the rights and responsibilities of adults with learning disabilities and autism in relation to accessing and maintaining education, training, and employment</li> <li>• Understanding of the barriers experienced by adults with learning disabilities and autism in relation to accessing and maintaining education, training, and employment</li> <li>• Knowledge of local, national and international policies and strategies including Jersey Disability Strategy, National Disability Strategy, Disability Employment Gap, European Union Supported Employment toolkit. United Nations Convention on the rights of people with disabilities</li> <li>• Knowledge of Health and Safety</li> <li>• Ability to plan effective actions for crew who require support to progress their learning or who require specific support to facilitate their accessing of learning opportunities.</li> <li>• Have an understanding of the range of support services/providers/agencies.</li> <li>• Proficient use of ICT including MS products</li> <li>• Use of other equipment technology – video, photocopier</li> </ul>
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As part of the leadership team, the postholder must be comfortable with the need to make decisions and use their initiative. They must be flexible and able to cope with changing situations within the Academy, be patient but firm, remain calm and deal with others in a tactful and sensitive manner. Working within a team, the postholder will need to share ideas and information as well as accept advice. They must have the ability to build good working relationships with learners, colleagues, volunteers and outside parties.