

Job Description

Job Title	Post 16 Education, Employment, Training (EET) Coordinator
Directorate	City Development
Service Area	Economic Strategy, Skills & Sustainability
Grade	9
Competency Level	2
Salary	£49,764 – £54,916
Job Type	Hybrid
Location	Citywide
Disclosure and barring service (DBS)	Enhanced DBS Adult and Child Workforce with Child Barred List
Job Evaluation Ref No.	

Job Purpose

To lead operationally on Post 16 transition and progression that is inclusive and enables young people to successfully progress into EET (*Education, Employment and/or Training*), specifically those from disadvantaged groups / those at risk of NEET across Liverpool.

To work within the current education and skills system to support the progression of young people into EET, applying a prevention and early intervention approach that is systematic, flexible and multi-disciplinary.

To work closely with Liverpool City Council (LCC) multi-disciplinary teams, local delivery partners, other local authorities, the Liverpool City Region (LCR) and post-16 education/ skills providers/ organisations to ensure sufficiency at the local level of post 16 provision that meets the needs of young people.

Directly Responsible For:

Staff delivering external/internal programmes/project work, as required.

Directly Responsible To:

Head of Adult Learning

Main Areas of Responsibility:

- To be responsible for the operational leadership including co-ordinating developing, monitoring and reporting on the successful delivery of Liverpool City Council's NEET (*Not in Education Employment or Training*) Prevention and Reduction Action Plan; reporting against the progress of the agreed delivery actions in the Plan that include: - work within schools, commissioned NEET Prevention and Reduction services, Post 16 sufficiency planning
- Work closely with LCC Children and Young People's Teams to ensure an operationally joined up system to reduce and prevent NEET and promote progression to EET
- Work with external local stakeholders, supporting an integrated approach to NEET prevention and reduction programmes, services, and operational pathways, including tracking the progression of NEET young people and a

focus on opportunities for them to move into Employment, Education and / or Training (EET)

- Work in partnership with stakeholders, education providers and internal service areas to ensure that agreed actions, targets and timescales are met
- To be responsible for the commissioning, contract management and performance reporting of Liverpool City Council's NEET Prevention and Reduction Contract to support the reduction in levels of NEET amongst young people across the city of Liverpool
- To effectively manage contract delivery to ensure that key performance indicators, interventions and positive outcomes which include supporting NEET young people into learning, training and employment are met
- To use all available data and be responsible for creating complex analytical management reports with a view to monitoring and evaluating the impact of subcontractor agreements
- To create a range of qualitative and quantitative performance reports which highlight and identify any performance issues and make recommendations for corrective action
- To prepare reports for internal and external scrutiny including LCC Scrutiny Committees, Ofsted, Corporate monitoring
- To develop and implement robust procedures to ensure that evidence is collected in line with external funding requirements
- To analyse and measure the engagement of young people and to measure the impact of interventions using the Council's Cognisoft IO database and other related reporting databases
- To be responsible for the management and monitoring of budgets and ensure that Council procurement guidelines and governance arrangements are adhered to
- To develop and regularly update a risk management policy for compliance based on the LCC Corporate Risk Policy

- To seek funding opportunities that support vulnerable young people to progress to EET
- To engage effectively and provide feedback to senior management and politicians as and when requested
- To liaise with senior officers at LCC and, where relevant, other public authority agencies to deliver the Council's ambition to improve the life chances of young people
- To act as the central point of contact for the delivery of Post 16 and NEET prevention and reduction across LCC

Supervision and Management Responsibility

- Ensuring activities are planned to include meaningful one to one conversation, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance and deliver within budget
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate
- Explores different options for NEET prevention funding and income generation

Social Value Responsibility:

- To drive social value activities which widen social, economic and environmental benefits for the Council, residents and communities

Physical Demands of the Job:

- Sitting for prolonged periods of time

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Deliver and promote excellent customer service, externally and internally
- Commit to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Make the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- Ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Degree level or equivalent qualification or significant experience in a related area (A)
- Evidence of continued professional development within the last eighteen months (A)

Desirable

- Teaching qualification (QTS/QTLS) or professional qualification related to Post 16 Education and Training

Experience

Essential

- Experience of management in a post 16 education or training setting (A/I)
- Successful experience of commissioning services to meet business aims (A/I)
- Experience of operational leadership with partner organisations including education providers, post 16 provision and local authorities (A/I)
- Experience and knowledge of financial monitoring, finance systems and the Procurement and contracting process (A/I)
- Significant project management experience and excellent planning and organisational skills (A/I)



- Experience of successful performance management practices, knowledge of quality assurance standards and assessment processes (A/I)
- Experience of business planning (A/I)
- Excellent communication skills including experience of facilitating and chairing meetings (A/I)
- Experience of leading successful service delivery on time, within budget (A/I)

Skills/Abilities

Essential

- Understanding the full range of local authority education, learning and skills activities, how they interact together and with other partners, key stakeholders and other providers regionally and nationally (A/I)
- Ability to develop and maintain effective relationships with key internal and external partners, providers and stakeholders (A/I)
- Ability to communicate effectively at all levels across organisations and teams (A/I)
- Ability to analyse complex information and data, and communicate /present to a range of audiences (A/I)
- Ability to meet tight deadlines and work under pressure and be able to work flexibly (A/I)

Desirable

- Knowledge of the Gatsby Benchmarks

Commitment

Essential

- A commitment to develop the potential of others, providing appropriate opportunities and support over the longer term (A)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level