**Job title :** WORKS Delivery Officer
**Jobreference :**VAC003113
**Applicationclosing date :**13/07/2022
**Location:**City Hall College Green City Centre Bristol BS1 5TR
**Salary:**BG9: \*GBP\*25,927 - Term time only posts are pro rata
**Jobcategory/type :**Education, Youth and Communities
 **Job description :**A great opportunity has arisen to join the Bristol WORKS team. We are looking for three individuals:

**One Full Time (37 hours), Fixed Term until July 2023.**

**One Full Time, Term Time Only (37 hours), Fixed Term until March 2024.**

**One Part Time, Term Time Only (18.5 hours), Fixed Term until July 2023.**

We are looking for three motivated individuals who can deliver and facilitate high quality career related workshops and sessions for a wide range of young people across Bristol. You will need to be an enthusiastic and resilient person who is able to prioritise workload and work to targets.

The role is to join an established team within the employment skills and learning division of Bristol City Council. You will need to be passionate about finding solutions for enabling young people to improve long term career progression and creative and curious about how we can improve our service to coordinate and deliver high quality careers provision and activities. It will be of great benefit to be a confident, driven and adept at handling the challenges as they arise.

The Bristol WORKS team sits within the Young careers and pathways team who are responsible for tracking, empowering and supporting young people aged 16 - 18 and 19 - 25 for young people who have an education health care plan to find suitable education, employment and training.  The role being advertised is within the Pre 16 work strand and you will be expected to liaise with schools, employers and organisations to coordinate, deliver and evaluate meaningful careers activity.

 This role is about making a positive contribution and supporting young people to find suitable opportunities to help them reach their full potential. Our service is offering direct support alongside referrals to other specialist provisions.

 You will need to be passionate about the work, confident, driven, enthusiastic and able to deliver high quality bespoke support along with an understanding of personal challenges that may be barriers to progression.

 Experience of working in other similar roles would be beneficial as well as a knowledge of current Bristol education, employment and training opportunities but not essential as training will be given. You will need to demonstrate the ability to absorb, understand and apply relevant policy and legislation.

 This role is public facing that will require travel across Bristol and surrounding areas.

**Please note that this role is subject to an enhanced DBS Check.**

**Why Bristol City Council?**

At Bristol City Council, we go that extra mile for our people; we offer a work environment which is fast moving and supportive, giving you the chance to use your skills and develop new ones within a high-profile organisation. For the majority of our roles hybrid working arrangements are available, giving teams the opportunity to work in a way that suits them, balancing service need and individual choice - mixing both home and office working.

Join us and you’ll receive an excellent rewards package including flexible working and flexitime, membership of the Local Government Pension scheme, and a generous annual leave allowance. In addition, you’ll be working in a supportive environment where you’ll have the chance to make Bristol a better place and contribute to its future.

 **How do I apply?**

If you share our [values](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.bristol.gov.uk%2Fdocuments%2F4011034%2F0%2FBristol%2BCity%2BCouncil%2Bvalues%2Band%2Bbehaviours.pdf%2F1510ac94-127b-1cb2-2e3f-6ab48f8e0469&data=05%7C01%7C%7Cf646378d9c594532fe8e08da5b48ace9%7C6378a7a50f214482aee0897eb7de331f%7C0%7C0%7C637922665235062224%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=WJF%2Fo9DT7Tpkok0FDCPAMClPtOYVysfeFdF6SQge7GE%3D&reserved=0) and are ready to be part of our exciting journey please select the apply button below.

To be shortlisted for interview you’ll need to demonstrate how you meet each of the essential criteria in the Person Specification within the Further Information section of your application. On occasion we will receive high numbers of applications, we may then shortlist against the desirable criteria along with the essential criteria, so if you can, please demonstrate how you meet this in your application.

It is Bristol City Council’s practice to request references for candidates that have been offered a job. However, if you are applying for a job that requires a Disclosure and Barring Service check then we will request your references once you have been invited to an interview.

**For permanent Bristol City Council employees, this post will be a secondment.**

**For employees who are currently on a fixed term contract with Bristol City Council, the secondment must not extend beyond the end of the fixed term period to ensure there is a substantive post to return to.**

**If you are currently a casual worker or a member of an employment agency (currently working with Bristol City Council) this post will be a fixed term contract.**

We will be shortlisting in July with the aim to interview end of July.  We would be requiring the candidate to start in September

**If you require any further information – Please contact WORKS Project Manager,****Hayley.Galpin@bristol.gov.uk****.**

**Please also explore our website:**[**https://www.bristol.works/**](https://urldefense.com/v3/__https%3A/www.bristol.works/__;!!KUxdu5-bBfnh!92eAGFxo_0BxV_PMGQfSXafDbSfsmBMFEkVIbxNO5a1gNTibxAwZ-WVZS4fgKgGqrCXLMgmm8x74raabVxVZA-73vYlMRtMoTFLdv-_o$)[Post 16 participation (p16p.co.uk)](https://urldefense.com/v3/__https%3A/www.p16p.co.uk/__;!!KUxdu5-bBfnh!92eAGFxo_0BxV_PMGQfSXafDbSfsmBMFEkVIbxNO5a1gNTibxAwZ-WVZS4fgKgGqrCXLMgmm8x74raabVxVZA-73vYlMRtMoTGCFDFhe$)

At Bristol City Council, we value having a workforce as diverse as the city we serve. We therefore welcome, develop and promote people from all sections of the community. Appointments will be made on merit.

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