



EMPLOYMENT & SKILLS COORDINATOR					
Hours:	40 hours per week, Monday to Friday 8am – 4pm				
Contract:	2-year fixed term				
Salary:	£27,344 - £29,439 (depending on experience)				
Reporting to:	Service Manager				
Location:	Booth Centre				
<p>This is an exciting opportunity to join our skilled and dedicated team at the Booth Centre, affording the right person the opportunity to shape and develop role.</p> <p>We are seeking an Employment & Skills Coordinator to work directly with individuals accessing our service, taking the lead in running our Employment & Skills programme. With a focus on empowering individuals, you will facilitate access to employment, education, and training opportunities as sustainable routes out of poverty. In addition, the role involves working in partnership across the sector to source pathways into sustainable employment, a key component of long-term wellbeing.</p>					
Our Agreed Behaviours & A Little About Us					
<p>We live our values and act within our agreed behaviours, which we coproduced as a team. We provide a warm welcome, an opportunity to belong, a place to find purpose and to thrive.</p> <p>Our service offer includes volunteering, creative projects and sports, as well as training and help to gain employment. We also support people to access emergency accommodation, to secure and maintain a permanent home and to access any services they may need to support them in their lives.</p> <p>The Booth Centre is an award-winning community, recognised nationally as a beacon of best practice. We have delivered workshops, training, toolkits and guidelines on ways of working in a coproduced, partnership approach, which have been adopted by many services nationwide.</p> <p>The Booth Centre is a safe, welcoming environment where everyone is included, respected, heard and empowered; we are a community.</p>					
Agreed Behaviours	Compassion	Dedication	Integrity	Respect	Kindness
	Sense of Fun	Supportive	Cheerleading for one another	Openness	Non-judgemental

Job Description	
Tasks specific to role:	<ul style="list-style-type: none"> • Lead and/or facilitate group sessions at the Centre, including: <ul style="list-style-type: none"> ○ Job Club ○ Skills Sessions ○ ESOL Activity ○ Courses (led by external agencies e.g. CSCS) ○ Peer sessions • Develop relationships with and access to: <ul style="list-style-type: none"> ○ Education providers ○ Specialist skills and employment organisations ○ Work placement providers • Support people with a strengths-based, person-centred approach through coaching to: <ul style="list-style-type: none"> ○ Link in with specialist skills and employment support organisations. ○ Access courses, qualifications and/or education (including digital skills) ○ Access volunteering opportunities (including within our Community Kitchen) ○ Access work placements ○ Apply for jobs ○ Prepare for interviews • Ensure record keeping is timely and accurate for project reports. • As a member of the Frontline Team, supporting the running of the drop-in at the Booth Centre, giving you an opportunity to promote the sessions, encouraging people to attend.
General:	<ul style="list-style-type: none"> • To attend regular one-to-one sessions, team meetings and training as identified by your line manager or the SLT. • To undertake other duties as requested by your line manager, within reason and through discussion, including covering colleagues when needed to deliver the service. • To carry out all duties in a way which accords with the Centre's Vision, Mission & Values, whilst following policies, procedures and inclusive practices. • Ability and willingness to flex to any urgent matters, as directed by your line manager or the SLT. • Ability and willingness to flex to the changing environment of homelessness and needs of the service, as directed by your line manager or the SLT. • Willingness to actively participate in the wider team goals, act as an ambassador for the service and adhere to our Agreed Behaviours. • Willingness to participate to the fundraising endeavours of the service. • Identify safeguarding matters and risk, responding in line with policy and procedure.

Person Specification

We would like to welcome a flexible, positive, dedicated, respectful person to the team as an Employment & Skills Coordinator. We are looking for a dynamic, team player, who enjoys working with others, taking on a challenge and takes pride in their work. You will become part of a dedicated, supportive and friendly team. You will be supported to develop and learn, to build your skills and knowledge in a sometimes challenging, often rewarding setting.

Essential Skills

- Excellent communication skills, both written and verbal
- Excellent customer service skills and customer awareness
- Ability to offer person-centred, strengths-based support
- Ability to work well in a busy environment
- Ability to work well in a team setting and alone
- Ability to keep to task, to prioritise and to meet deadlines
- Ability to build positive working relationships with other organisations
- Proficient in IT, including Microsoft Office 365 and digital case management systems

Essential Experience

- Experience of offering support around skills, education or employment to individuals
- Experience of running group sessions
- Experience of safeguarding and identifying risk

Desired Experience

- Experience of meeting identified targets within project delivery
- Experience of supporting people living with multiple and complex trauma
- Experience of dealing with challenging behaviour
- Experience of working in a busy, dynamic service
- Knowledge and experience of services in Manchester relating to skills, education and employment.

How to Apply

We encourage an inclusive organisational culture, we want to give our colleagues, volunteers, and everyone we engage with the opportunity to reach their potential – regardless of age, disability, gender, religion, belief, race, ethnicity, culture and sexual orientation. We strive to create a safe and supportive environment where everyone feels valued and respected. We recognise and celebrate the diversity of our people and the benefits it brings to our Centre. We are committed to advancing equality, diversity, and inclusion in all that we do. Please forward an expression of interest to caitlin@boothcentre.org.uk taking care to address all items in the Person Specification along with a copy of your updated CV.

Closing date: Sunday 13th July

Taster day: Wednesday 23rd July 2025

Interview date: Wednesday 23rd July 2025

Note: Though we have tried to be thorough, no job description can cover every issue which may arise within a post.