



## **CatZero, Personal Development Officer**

CatZero is looking for a new personal development team member to support its programme delivery.

Catzero is a charity that works across the Humber area with offices in Hull and Grimsby. We support adults, children, young people and families in all aspects of personal development. We have a unique approach which offers comprehensive support to all our participants on a one to one basis alongside qualifications, outdoor adventure, help into training and employment. We also have a 72-foot yacht as part of our offer. (Not all staff are required to sail)

We are looking for a new highly motivated person with good communication skill and a passion to help people to meet their full potential. You will join our well-developed personal development team working alongside other members of our team and will be given full training. This role will require you to work directly with our participants of all ages to help the understanding their needs and to support them in developing solutions to best overcome them. The position comes with an annual salary of £23,364 with 25 days paid holiday per year plus the statutory Bank Holidays.

Hours 37 hours a week (8.30 am – 5.00 pm [4.30 pm Fridays]) but we are flexible and expect flexibility in return. The postholder may be required to occasionally work out of office hours by prior agreement, representing CatZero at events where appropriate.

### **Location**

Hull or Grimsby

### **Qualifications, Knowledge and Skills Requirements**

A knowledge of local services and agencies available to support young people, particularly those at risk and those who face particular challenges.

Knowledge of a range of employment, training and education initiatives to support young people and knowledge of the local job market.

Ability to work with young people and adults of all ages and demonstrate an understanding of all participants and the issues they face.

Mini Bus Driving Licence or a willingness to undertake this.

### **Further Information and How to Apply**

For further information about the role, please contact Sarah Coulson via email at [sarah@catZero.org](mailto:sarah@catZero.org) or by phone on 07805 659505.

Applications should submit a copy of their CV, along with a covering letter / email stating why they wish to work with CatZero, to Clare Bradley-Taylor, 2B Humber Street, Hull, HU1 1TG, or via email [clare@catzero.org](mailto:clare@catzero.org).



## Job Description

### Role / Purpose:

Work in partnership with other local providers to develop the skills participants need to succeed through the delivery of a range of programmes that are innovative, of high quality and are effective in tackling participants' behaviour, attendance and achievement, removing barriers which prevent them from making positive life choices and moving into positive outcomes.

Work in partnership with families identified as requiring early intervention support, and individuals needing support to address their underlying issues to assist them to develop the skills they need to change their lives.

### Duties:

1. Assist the Programme and Implementation Manager and Personal Development Lead with the development of current and new programmes, aimed at young people, young adults, the long term unemployed and families across the Humber Sub Region.
2. Support the Programme and Implementation Manager and Personal Development Lead to identify potential referral processes and work with local partners to develop these, and take a proactive role in the recruitment of participants.
3. Liaise with local partners, providers and referral agencies, in particular the JobCentre Plus, to ensure all participants receive reliable advice and the support they need to address any issues which are preventing them from moving forward with their lives.
4. Complete application forms and other relevant paperwork alongside participants to ensure that all information is completed accurately, with all gaps identified and followed up.
5. Prepare and complete session information on CatZero's database in order to accurately measure the quality of the programme and its impact on agreed targets allowing accurate monthly returns to be made to commissioners on time.
6. Deliver high quality, diverse programmes within a set budget to a range of participants across the Humber Sub Region, ensuring positive intervention which leads to sustainable opportunities.
7. Deliver high quality family group conferencing sessions, working constructively and positively with families, supporting them to meet their needs.
8. Support individuals and families in the planning of actions to meet their needs, booking activities and interventions to offer a comprehensive balances programme within a set budget to meet aims, objective and targets set out within their action plan.
9. Undertake effective one to ones with each participant using the Personal Action Planning process and support participants to identify what they need to do and to access other services.
10. To identify individuals who would benefit from the opportunity to sail on board CatZero and prepare each programme participant for the activity.
11. Support participants with the transition from the land programme to the residential sail by participating in those sails.
12. Support the sailing element of the programme by being available to participants if they are experiencing difficulties, liaising with the duty manager and Skipper where appropriate and working with the programme manager should a participant need to leave the boat.
13. Work with the Personal Development Team Lead to identify potential destinations for each participant who is ready to move into further education, employment or training.