

Job Title:	Head of Employment Academy
Reporting to:	Employment Academy Director
Hours:	Flexible working is in place between the hours of 08:00 – 19:00. Core working hours are 10:00 until 16:00, Monday to Friday. Work outside of these hours may be required including occasional evenings during Programme.
Contract:	Full-time (35 hours per week)
Salary:	£40,000 p/a
Location:	The offices of The House of St Barnabas, 1 Greek Street, W1D 4NQ
Start date:	Immediate

“Enter The House of St Barnabas - A public-minded private members’ club in London is demolishing stereotypes” – Dazed and Confused

The House of St Barnabas (HoSB) is a charity pledging to break the cycle of homelessness. We run a social business, our not-for-profit members’ club in our Grade I listed home on Soho Square to help people prosper through paid employment, allowing them to break their cycle of homelessness. We are seeking to re-define the notion of a private members’ club, challenging stereotypes around ideas of exclusivity and creating a community united by a passion for social change.

Academy participants and graduates are at the heart of all we do. The journey for trainees starts with a 12-week Employment Programme offering onsite work experience and training throughout the club and charity offices, and continues with 12 months of mentoring and ongoing support from our Academy team.

When our programme is in progress, participants will be on work experience throughout the House; in the club spaces and in our offices. The HoSB team act as professional buddies to those in office-based roles, working closely with them to provide skills training and to set a positive example of ways of working. This one to one support throughout the programme gives the participant a nurturing environment to learn and flourish.

We are looking for a special individual to join us who is excited to play a part in people’s journey towards lasting paid employment and independence.

Job description

To be responsible and accountable for the effective leadership and management of staff and also for the effective and professional delivery of the Employment Academy services.

Areas of responsibility

This will include:

- Staff management and application of associated processes
- Responsibility for a volunteer mentor programme
- Leadership of change management
- Coordination and strategic alignment of all Employment Academy activities
- Contribution to the development and preparation of Employment Academy strategic planning documents
- Development of a framework to support participants to move into lasting work and away from homelessness
- Management of Employment Academy resources, i.e. finance
- Management of external relationships
- Adherence to statutory and regulatory body requirements
- Maintenance of satisfactory standards of safety and welfare within your area of responsibility as defined by the Disaster Recovery procedures.

On a day-to-day basis you will:

- Oversee the Employment Preparation Programme, ensuring that it meets City & Guilds compliance standards
- Recruit and strengthen Employer Partner relationships
- Ensure that all relevant risk mitigations are in place and adhered to, e.g. programme participant risk assessments, work experience placement assessments, etc
- Ensure that all records are accurate and up to date
- Ensure that all organisational and individual mentoring arrangements are in place and effectively managed
- Ensure the effective management of the Accommodation Pathway.

Personal specification

Essential

- A training, teaching or other relevant qualification, or equivalent experience
- Experienced people manager, including managing case workers and volunteers
- Experienced in risk assessment
- Experience of working in homelessness, employability or a related area
- Understanding of issues and challenges related to homelessness and employment.
- Able to act decisively and practically in the interests of the team and HoSB
- Effective negotiator to deliver team and broader HoSB priorities
- Able to adapt to changing priorities and uncertainty
- Role model HoSB values and ways of working across the organisation
- Excellent written and verbal communication skills

Desirable

- Experience of being an assessor for City & Guilds or similar
- Experience of working in a social enterprise
- Experience of budgeting and business reporting

- Client database experience (we use Inform).

What we can do for you – why working for us is so great

HoSB provides the following great benefits:

- The opportunity to make a meaningful impact, playing a part in people's journey towards lasting paid employment
- 33 days annual leave (including bank holidays)
- Half a day extra leave for your birthday so you can celebrate in style
- Flexible working hours (in line with business needs)
- Fun team days out twice a year
- Free Barista coffee from our club downstairs(!)
- Autoenrollment into our pension scheme
- Access to a whole host of amazing talks gigs and events
- Attending our amazing graduation ceremonies.

How to apply

Please send a covering letter outlining why you would be suitable for this role together with your most recent CV to jobs@hosb.org.uk

As part of your application, you should also complete the following diversity and equality monitoring form: <https://www.surveymonkey.co.uk/r/NLJW9L5>

Closing date: Monday 21st January 2019, 5pm

Interviews to take place on: Thursday 24th January 2019

Please note: Due to the high level of interest in our organisation, we are unfortunately only able to acknowledge the individual applicants invited to interview.

You can take a look at how we use your personal data here: <https://hosb.org.uk/privacy-policy/>