



**Vacancy**

**JOB DESCRIPTION: Caseworker (Llanelli)**

<b>Contract Type</b>	Fixed Term Contract
<b>Salary</b>	£22,672 - £29,120 per annum (pro rota), depending on experience
<b>Hours</b>	Part time - 20 hours per Week
<b>Initial Contract Length</b>	6 months with possibility of renewal
<b>Start Date</b>	2nd October 2023
<b>Holidays</b>	5.6 weeks (pro rota)
<b>Location</b>	Llanelli Office, Llanelli Town Centre
<b>Reporting to</b>	Head of Service Delivery (supported by Chief of Staff)
<b>Probationary period</b>	3 Months

**Who we are**

Our **mission** is to tackle problems of inequality faced by migrants, breaking down barriers for them, and supporting them to become economically active, thrive and contribute fully to society.

Our work is rooted in our **core values** of Social Justice, Co-production, Innovation, Empowerment, Climate Justice & Sustainability.

**Why work for us?**

1. **Inclusive Culture:** A supportive workplace that celebrates diversity
2. **Competitive Salary:** We ensure our pay scales reflect market rates or better.
3. **Pension Scheme:** Contributory pension plan to secure your future.
4. **Continuous Learning:** Access to workshops and courses to sharpen skills and knowledge.
5. **Flexible Work Hours:** Promoting a balanced lifestyle.
6. **Remote Work:** Flexibility to work from home or other remote locations when necessary.
7. **Healthcare:** Comprehensive medical insurance coverage.
8. **Mental Health Support:** Access to counselling services and mental wellbeing workshops.



## **Role Purpose**

The Llanelli Caseworker will play a pivotal role in The CAE's expansion in Llanelli. The chosen candidate will work closely with communities, specifically focusing on young individuals from low-income households, those at risk of offending, migrants, and crime agencies. Through a holistic and person-centred approach, the Caseworker will provide tailored support, ensuring beneficiaries are empowered to reach their full potential.

## **Main Duties and Responsibilities**

### **1. Individualised Support:**

- a. Conduct comprehensive needs assessments to understand the unique challenges and aspirations of each beneficiary.
- b. Develop tailored intervention and support plans in collaboration with beneficiaries.
- c. Offer one-on-one employability support, focusing on job coaching, CV writing, job searching, interview preparation, and soft skills development.
- d. Assist beneficiaries in navigating available resources, such as training programs and employment opportunities.
- e. Coordinate and support group initiatives to increase beneficiaries' confidence and improve their wellbeing.
- f. Identify beneficiaries who are in desperate situations and provide them with access to basic needs.

### **2. Community Engagement and Collaboration:**

- a. Facilitate community engagement events.
- b. Collaborate with internal and external teams to ensure streamlined service delivery and to ensure alignment with the overall objectives and desired outcomes of the project.
- c. Engage with partner organisations, referring beneficiaries to appropriate resources and supports.

### **3. Administration:**

- a. Utilise participant forms to track interventions and outcomes.
- b. Collect and report feedback from beneficiaries, utilising it for continuous improvement.



- c. Ensure all interventions and progress are documented for regular reporting and project evaluation.
- d. Participate in planning, evaluation, and review sessions.
- e. Ensure all personal data, discussions, and interactions are kept confidential and in line with data protection regulations.

#### **4. Other duties**

- a. Stay informed about changes in pertinent issues related to the beneficiaries.
- b. Collaborate with the Criminal Justice Agencies to understand and address systemic issues and disparities.
- c. Maintain an engaged presence on social media platforms to showcase and amplify our initiatives.

#### **5. Office management**

- a. Oversee and order office supplies as required, ensuring the smooth running of daily operations.
- b. Support in income generation streams at the office base.
- c. Manage and maintain office documentation, ensuring easy access and regular updates.

*Note: This list is not exhaustive, and the role may evolve in response to the nature of our mission and services.*



## Person Specification

At The CAE, our strength lies in the unity and dedication of our personnel - a collective of passionate professionals dedicated to realising our vision and representing the organisation in every capacity. As we journey forward, we seek to nurture and invest in individuals who embody our core beliefs, values, and aspirations, with a keen emphasis on a growth mindset, character, and perspective.

The ideal candidate will possess the following attributes:

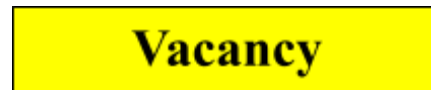
1. **Commitment to Social Justice:** Has a profound sense of social responsibility and unwavering dedication to fostering equality and fairness.
2. **Aligned Mission Values:** Beyond job requirements, resonates with the significance of CAE's mission, viewing it as a catalyst for societal change.
3. **Growth and Learning Attitude:** Holds a mindset that values continuous learning and self-improvement, taking on challenges as avenues for personal and professional growth, with a long-term vision.
4. **Ambitious Drive:** Exhibits a strong ambition, always aiming higher and setting challenging goals, but balances ambition with humility and integrity.
5. **Unique Character and Perspective:** Brings a distinct character and perspective to the table, enriching our collective understanding and approach.
6. **Team Player with Initiative:** Exhibits a blend of exemplary teamwork skills paired with a self-starter attitude, always eager to contribute proactively.
7. **Detail-Oriented:** Consistently showcases meticulous attention to detail, ensuring all tasks are executed with precision and high conscientiousness.
8. **Strategic & Innovative Thinker:** Capable of strategic foresight, adept at interlinking various components seamlessly and is always on the lookout for innovative methods to achieve set objectives.
9. **Passionate:** Radiates genuine passion and fervour for the tasks and projects at hand, pushing boundaries and setting new standards.
10. **Commitment:** Prioritises the role's responsibilities, displaying unwavering dedication and ensuring that the organisation's needs are consistently met.



**Vacancy**

**Qualifications and Experience**

Description		Desirable	Essential
1	Educated to a minimum of <a href="#">Level 3</a> .		x
2	Experience in the social support sector or public sector.	x	
3	Understanding of the unique challenges faced by migrants, especially in terms of employability and integration.	x	
4	Proficiency in digital tools and platforms, including social media.		x
5	Fluent in English. Proficiency in other languages prevalent in Swansea's migrant community is a bonus.		x



**How to Apply:**

Interested candidates are requested to apply using our online application form.

This is either through:

[Google Forms](#) or [Download and Complete this Word Document](#) and email it to [joinourteam@caentr.org](mailto:joinourteam@caentr.org).

Please detail your interest in the role, relevant experience, and how you align with CAE's mission and values.

If you would like to chat before applying, please contact Kim - [kim.m@caentr.org](mailto:kim.m@caentr.org)

*The CAE is an equal opportunity employer and is committed to ensuring representation of people from all backgrounds regardless of their gender identity or expression, sexual orientation, race, religion, ethnicity, age, neurodiversity, disability status, or any other aspect which makes them unique. We believe that these differences bring about a breadth of perspective and experience which adds value to our core mission, hence we encourage everyone to apply.*

**Timelines:**

<b>Application Deadline</b>	14th September 2023
<b>Interview Dates</b>	25th - 28th September 2023
<b>Expected Start Date</b>	2nd October 2023