**KEY INFORMATION ON THE POSITION**

We are particularly keen to receive applications from people who;

* have experience of working with a range of community groups or support agencies.
* have experience in recruiting and supporting adults to acheive goals.

Your main focus will be to recruit and carry a case load of people who are unemployed or economically inactive, providing time-limited support (approx.12 weeks) to achieve job search, employment, and education, utilising volunteering as route to enhancing employability where appropriate.

You will be working to achieve targets for both recruitment as well as positive results (job search, employment or education).

You will be able to recruit and train volunteers to mentor the people you are working with if you feel this is an additional form of support the person would benefit from, however your priority focus in the first stages of the project will be to recruit enough participants to the programme, and support them to achieve the results of job search, employment or education.

If you have any questions about the programme, the job or your suitability, please don’t hesitate to contact us. Please call Steve Foden on 07547 566054 or email kate.lee@communitycvs.org.uk