



## **Job Club Coordinator (temporary)**

**16 hours per week at £9.50 per hour, fixed term for  
approximately 12 months**

**This role is available due to temporary secondment of the current post holder  
(expected to last until May 2022).**

We are seeking a proactive and organised individual to join the Ablewell team. Ablewell Advice Walsall is an initiative of the Central Hall Methodist Church. Central Hall is a registered charity and is authorised and regulated by the Financial Conduct Authority.

We provided specialist advice in relation to debt and welfare benefit matters. Our philosophy is to provide advice that is “people-centred, putting the client and their needs first”. We are a distribution centre for the Black County Foodbank and run a Job Club. Working hours are Mon 9.30- 2.30, Weds 9.30-3.00, Fri 9.30-3.00.

The successful candidate’s duties would include:

- Leading on the delivery of our Job Club service, including supporting clients to produce CVs, apply for work, volunteering or training and preparing for interviews.
- Arranging/delivering relevant workshops and liaising with key partner agencies
- Overseeing our computer suite and supporting clients to improve their computer skills

We are seeking someone who:

- Has a background in supporting vulnerable or disadvantaged people
- Has excellent communication skills and is confident in using computers
- Is trustworthy and comfortable with handling confidential information
- Enjoys working as part of a small team, including volunteers
- Is flexible and adaptable
- Is sympathetic to the Christian ethos of our organisation.

This post is subject to an enhanced Disclosure and Barring Service check.

For an informal discussion about this role, please contact Keely Gabriel, Project Manager: 01922 639 700, [keelygabriel@ablewelladvice.org.uk](mailto:keelygabriel@ablewelladvice.org.uk). Application packs can be downloaded from the news page at [www.ablewelladvice.org.uk](http://www.ablewelladvice.org.uk) or can be requested from the Project Manager using the above contact details. CVs will not be accepted.

**Closing date:           Monday 12/4/21 10am**

Please note this vacancy may close early if we feel we have enough suitable applicants.

**Interviews will be held on 19/4/21**

Ablewell Advice Walsall, The Central Hall, Ablewell Street, Walsall WS1 2EQ  
[www.ablewelladvice.org.uk](http://www.ablewelladvice.org.uk) F: AblewellAdvice T:@Ablewell\_Advice

**Person Specification:**

**Job Club Coordinator (Temporary)**

| <b><u>Attributes</u></b>              | <b><u>Essential</u></b>  | <b><u>Desirable</u></b>  | <b><u>Method of Assessment</u></b> |
|---------------------------------------|--|--|------------------------------------|
| <b>Education and Training</b>         | Able to communicate effectively in writing and verbally                                      |  | A, I                               |
|                                       | Good numeracy skills   |  | A, Q                               |
|                                       |  |  |                                    |
| <b>Experience</b>                     | Experience of working with individuals from vulnerable or disadvantaged backgrounds          | Previous experience of supporting individuals to find work (e.g.- prepare CVs, prepare for interviews, apply for jobs etc) | A, I                               |
|                                       | Previous experience of delivering workshops, training or coaching                            | Experience of working with volunteers  | A, I                               |
| <b>Computer skills</b>                | Able to use Microsoft Word, Access, Excel and Outlook.<br>Able to manage an online calendar. | Experience of supporting others to learn basic computer skills   | A                                  |
| <b>Personal qualities</b>             | Self-motivated and proactive   |  | A, I                               |
|                                       | Able to work without direct supervision  |  | A, I                               |
|                                       | Able to work effectively within a small team   |  | A, I                               |
|                                       | Willing to undertake further training as required  |  | I                                  |
|                                       | Willingness to understand and engage with Methodism and be subject to its discipline         |  | A, I                               |
| <b>Special qualities or Aptitudes</b> | Able to relate effectively to a wide spectrum of ages, backgrounds and ethnicities           |  | A, I                               |
| <b>Any other requirements</b>         | Satisfactory Enhanced Disclosure from the Disclosure and Barring Service                     |  | DBS application                    |

A- Application form, I – interview, E – exercise, Q – proof of qualification, R - reference

## **Job description**

**Job Title:** Job Club Coordinator

**Location:** Ablewell Advice Walsall, The Central Hall, Ablewell Street, Walsall WS1 2EQ

**Purpose:** To provide support to Walsall residents who are seeking work, volunteering or training opportunities.

**Reports to:** Project Manager/ Management Committee

### **Duties and responsibilities:**

1. To lead the delivery of our Job Club service (the Job Club Coordinator is the sole paid member of staff within our job club but may be supported by volunteers when required).
2. To manage a caseload of around 20-30 Job Club clients to proactively seek work, volunteering or training opportunities.
3. To support clients to identify their strengths and areas for development and to work with them to create action plans to prepare them for work/volunteering/training.
4. To assist clients with the production of a tailored CV and to support them in understanding how to amend this for specific roles.
5. To familiarise clients with the main job-search databases and to help them to identify suitable vacancies to apply for.
6. To support clients in the completion of job applications and preparation of covering letters and to help them prepare for any resulting interviews.
7. To publicise our Job Club, liaising with key contacts such as the DWP, work placement providers and other key stakeholders to help develop the service.
8. To deliver workshops about key job skills, such as communication, creating CVs, interview skills etc.
9. To oversee our computer suite provision, ensuring computers are maintained and the room is safe and usable.
10. To keep accurate computerised case records (we use AdvicePro software), ensuring that cases are managed proactively, and outcomes are identified.
11. To work with the Project Manager to identify training and development needs on an ongoing basis.
12. To carry out administrative duties and other tasks associated with the smooth running of our overall service, for example administering food bank vouchers, publicity work etc.
13. To adhere to organisational policies in respect of confidentiality, equality and health and safety.

### **Special conditions:**

This post is subject to an enhanced Disclosure and Barring Service check.

In the absence of other staff there will be responsibility for the security of the premises.

## **VISION, PURPOSE, AIMS & OBJECTIVES**

The purpose of Ablewell Advice Walsall was set out when the project began in 2012:

‘Helping overcome poverty in Walsall by providing free, independent, confidential and impartial advice about money and benefits through a service that is fully accessible by anyone’.

In April 2020 Ablewell celebrated eight years of service to the people of Walsall. The project began as a pilot scheme run by volunteers. After 6 months, the need for the service had been clearly proven and paid staff were employed. In 2018/19 the project helped over 450 individuals deal with almost £1 million of debt. We achieved financial success of £1.3 million in terms of increased benefits income.

Looking back over the life of the project, it has become clear that as we look to a vision for the future of the project, we need to ensure we hold fast to the things that make the project so distinctive and successful:

- The DNA of the project - its ‘person centred, holistic approach’ where each person is valued and cared for. This enables us to show the love of God and is key to all that we do.
- The service we offer is one adviser per client with the adviser working with the client on all their issues, seeking assistance where required. This has helped to build strong relationships.
- Working at the client’s pace with no time limits. This has helped our most vulnerable clients.
- The work of the project is underpinned with prayer and by a focus on the Methodist Church’s ‘Our Calling’ priorities

### **Our vision for 2020 onwards**

We now want to build on the success of the project by expanding in three ways:

- Increasing the services we provide
- Increasing our partnerships and links with other organisations

- Raising awareness of the issues that people face to ensure we challenge injustice

### **Aims and objectives:**

We are employing an 'asset-based community development' approach. It has been proven that there is an ongoing need for our services. We are now looking at how we can leverage our resources, skills and experiences to help to build a stronger community. We have identified ways we can do this:

#### **1. Increasing the services we provide.**

In addition to our core advice service based at the Ablewell Street office, we also have funding from Walsall Council to increase our advice provision in 'hard to reach' parts of the borough. We are achieving this through partnering with five local schools and providing advice directly to parents on the school site, increasing access to specialist help.

We have sought to expand our workshop provision to provide basic information about benefits, budgeting and Universal Credit to people who need it in Walsall. We have funding from Mid-Counties Co-operative Regional Communities Fund to deliver a range of workshops to empower individuals with the knowledge to help themselves.

From July 2020, we intend to employ a trainee adviser to initially provide basic advice that has in the past been provided on an ad hoc basis by volunteers. This more stable role will help us increase the capacity for advice at our Ablewell office.

#### **2. Increasing our partnerships and links with other organisations**

The landscape in the third sector is changing rapidly. In response to this our aim is to increase our partnerships and strengthen our links with other organisations in the public, private and third sector to leverage the resources we have. We have capacity in terms of underused facilities. The objective of increasing & developing links with other organisations is to increase the number of participants and deliver / facilitate services for and on behalf of other organisations.

Increasing and developing partnerships and links will be done by:

- Investigating the possibility of developing a network of debts centres with a Methodist ethos. We are currently funded by the Connexion to undertake preliminary work to determine the level of need nationally for such centres.
- Attending Walsall Welfare reform group meetings and playing an active part in developing good practice in this area.

- Our Project Manager is an 'active member' of Walsall Mid-Counties Co-operative, a role that enables us to link with other community service and to develop ongoing links locally.
  - Deepening relationships with existing referrers, including making links with the relevant departments / officers in the Local Authority once the Budget process has been completed
3. Raising awareness of the issues that people face to ensure we challenge injustice

As evidenced in reports from the Joint Public Issues Team and organisations such as Churches Action on Poverty, there is a need to raise public awareness of the issues that people are facing on a daily basis and this is one of our aims. Our objective is to do this in a number of ways:

- Via social media
- Giving talks to secular organisations e.g. Rotary, Lions, Towns Women's Guild, WI's, Probus
- Giving talks, leading worship within churches
- Writing articles for church newsletters

### **Conclusion**

The purpose of Ablewell remains unchanged but our vision is to become a hub where people come for help, advice and to access training, in a welcoming environment, where the needs of the person are paramount. Ablewell will continue to be a good neighbour to people in need and through the work that is done, evidence the love of God and increase awareness of God's presence.

## Application Form



### APPLICATION FORM FOR AN APPOINTMENT WITHIN THE METHODIST CHURCH

#### CONFIDENTIAL

To be completed by the employing body prior to issue:

|   |   |
|---|---|
| <b>POST:</b>  | Job Club Coordinator  |
| <b>METHODIST CHURCH/CIRCUIT:</b>                        | Central Hall Methodist Church – Ablewell Advice Walsall   |
| <b>CIRCUIT No.</b>                                      | Walsall 28/04   |
| <b>DISTRICT:</b>  | Wolverhampton & Shrewsbury  |
| <b>PLEASE RETURN THE COMPLETED APPLICATION FORM TO:</b> | Keely Gabriel, Project Manager<br>Ablewell Advice Walsall, Ablewell Street, Walsall WS1 2EQ<br>E-mail: <a href="mailto:keelygabriel@ablewelladvice.org">keelygabriel@ablewelladvice.org</a><br>Telephone: 01922 639 700 |
| <b>CLOSING DATE:</b>                                    | Monday 12/4/21 at 10am  |

**Please complete this application in black ink or black type**

## 1. PERSONAL DETAILS

This will be held by the church, circuit or district before circulating the application form for shortlisting. Items marked with \* must be completed.

**Post applied for:**

**Job Club Coordinator**

**Where did you hear about the post**

**Title:**

**Surname:** (Block letters)

**First names:**

**Address:** (Block letters)

**Post Code:**

**Telephone number:**

Home:

Daytime:

Mobile:

**E-mail address:**

**WORK PERMIT\*** : Please be aware that under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of their employable status before the Methodist Council can confirm any offer of appointment e.g. Passport or birth certificate.

Are you a UK or EU/EEA Citizen? (Please tick)

Yes ☐

No ☐

If not, it is possible that you may not be eligible to work in the UK without a work permit.

Please indicate if you will require a work permit. (Please tick) Yes ☐

No ☐

If **“No”** please indicate the basis on which you are eligible to work in the UK.



Do you have any Criminal Convictions not “spent” under the Rehabilitation of Offenders Act 1974? ☐ Yes ☐ No

If yes, please supply further details:

## INFORMATION FOR APPLICANTS

Please read this information carefully before you complete the next part of the form.

- Thank you for expressing interest in this post.
- These notes are intended to help you complete the application form. Please read them carefully before you start to fill in the form.
- You should also have received a job description and person specification. These documents describe to you what the job will involve and what we need from the person who is appointed. Think carefully about the information in the job description and person specification, and consider what experience you have that would equip you for this post.
- We are inviting you to give us information that will allow us to assess how closely you meet the requirements of the person specification. You may draw on all aspects of your life: education, employment, voluntary work, church, interests, and home life, for example.
- Do not think you have to fill in all the space below each question. You may find you wish to answer one question more fully than another. You may use a separate sheet of paper if you need to write more than the form provides space for.
- Try to provide evidence or give examples of how you can meet the requirements of the job description and the person specification.
- Your personal information will be removed and will not be submitted to the interviewing panel.
- Our policy on references is that we cannot accept references from relatives or members of the family. At least one referee must be your line manager from your most recent employment.

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**Instructions to church, circuit or district: The first 3 pages of the application form should be removed before circulating the application form for shortlisting.**

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## APPLICATION FORM

|                                 |   |
|---------------------------------|---|
| Applicant To Complete           |   |
| <b>FULL NAME</b>                |   |
| <b>POST TITLE</b>               | Job Club Coordinator                                    |
| <b>METHODIST CHURCH/CIRCUIT</b> | Central Hall Methodist Church - Ablewell Advice Walsall |
| <b>CIRCUIT NO.</b>              | Walsall 28/04   |
| <b>DISTRICT</b>                 | Wolverhampton and Shrewsbury                            |
| <b>CLOSING DATE</b>             | Monday 12/4/21 at 10am                                  |

| For Office Use Only               |  |
|-----------------------------------|--|
| <b>Date Received</b>              |  |
| <b>Application No</b>             |  |
| <b>Special needs at Interview</b> |  |
| <b>Shortlisted</b>                | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <b>Appointed</b>                  | Yes <input type="checkbox"/> No <input type="checkbox"/> |

## 2. EMPLOYMENT HISTORY

List all employers starting with your present or most recent first. Please account for any gaps in employment.

[illegible]

**3. Why are you applying for this job?**

**4. What particular proven abilities, qualities and other attributes would you bring to the post?**

**5. How do you think you would do the job?**

**6. What qualifications do you have which are relevant to this post? Please give details – date, awarding body, grades etc.**

**7. Additional Information**

**You are welcome to give additional information, which may be written, in the space below.**

**8. REFERENCES**

Please give the names, postal & email addresses, and telephone numbers of three referees who can broadly represent your professional work and personal interests. This should include your current or most recent employer, and may include your minister if relevant.

**1.****Name:****Position:****Organisation  
Name and Address:****Email:****Telephone:****2.****Name:****Position:****Organisation Name and Address:****Email:****Telephone:****3.****Name:****Position:****Organisation  
Name and Address:****Email:****Telephone:**

It is our practice to approach referees of shortlisted candidates only. If shortlisted, may we contact your referees?

**9. I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from employment.**

Signature:

Date: