

Threshold DAS  
**JOB DESCRIPTION and PERSONAL SPECIFICATION**

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**Threshold** 

A safe place for anyone  
affected by domestic abuse.

Threshold DAS Ltd is a woman centred organisation and is affiliated to Welsh Women's Aid, but also supports men, children and young people.

The Tutor and Engagement Officer can choose to be based in Carmarthenshire or in the Caerphilly Office and will be required to work throughout Carmarthenshire and Caerphilly.

The Tutor and Engagement Officer will work in accordance with Threshold DAS Ltd Policies & Procedures.

**Post Title: Tutor and Engagement Officer**

**Responsible to: Project Manager – Active Inclusion**

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**Main Duties**

1. To work with Individuals to provide them with a variety of educational and training opportunities to allow them to move on with their lives and to become an important part of the community that they live in.
2. To produce a range of information material in a variety of media relating to Education, Training, Numeracy and Literacy, basic skills, key skills, independent living and local advice and prevention services;
3. On a regular basis offer a wide range of engaging activities e.g. cookery, art and craft, drama, quizzes, games;
4. To be responsible for a pool of tutors on a sessional basis;
5. Advising Individuals what services are available, particularly for women – and introducing them to local day/evening learning opportunities e.g. evening classes, day classes, local support groups, further learning opportunities;
6. Provide general drop in facilities one afternoon per week for individuals to meet, undertake a range of activities and to find out more about mainstream training/school/college/universities/work opportunities;

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7. To assist Individuals to return to education at all levels;
8. To engage with individuals and support them to access the project.
9. To assist Individuals to return to work and provide support where necessary to access childcare;
10. To work with small groups and to address the issues that women think are holding them back, preparing them slowly (over a period of 3-6 months) to enter further education, training or work;
11. To help Individuals improve basic skills (literacy, numeracy and IT) by using things that are relevant to them (budgeting, costs of setting up their own home, filling in essential forms etc.);
12. To work with Individuals to achieve Agored Cymru Accreditation at level 1 and level 2 and above.
13. To support learning for those with learning disabilities such as dyslexia;
14. Work on a one to one basis with Individuals where necessary;
15. To offer volunteering opportunities;
16. To support individuals with employability skills;
17. To develop the key skills of communication, listening, negotiation and problem solving which will open opportunities to enjoy drama, art and craft, cookery, learn about childcare, DIY, personal health and hygiene;
18. Through a wide range of workshops, behaviours which may be damaging a service user can be explored i.e. anger management, offending behaviour, drug and alcohol misuse, sexual health etc;
19. Evaluate the effectiveness of learning. Assess learners' work where appropriate. Keep records of learners' progress and ensure learners are given feedback on their progress;
20. Offer advice on further learning and progression opportunities to learners as required;
21. Be a second Tier of support for IV of learners work;
22. Offering a balance with a wide range of leisure and recreational activities;
23. To produce information material in conjunction with the client group;
24. To produce information in a range of community languages;

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25. To monitor the success of the project through the PDS system provided by WCVA and Thresholds, own Modus database;
26. To write and design various curriculum, workbooks using Agored Cymru;
27. To assess and provide internal verification with Agored Cymru;
28. To help arrange taster days to advertise the Active Inclusion programmes;
29. To support the project manager with other duties;
30. Regular monitoring of the PDS system and working closely with the Administration and PDS worker.

### Intensive intervention

1. Ensure an efficient, effective and user friendly referral process for the Project;
2. Work with a small number of identified Individuals who were non-attenders at school/colleges and other education establishments to motivate them to re-attend;
3. Undertake assessments of need in accordance with the support assessment procedure and as directed by the project manager;
4. Undertake risk assessments in accordance with the policy of Threshold DAS Ltd and present in a written and verbal manner where required;
5. Ensure everyone has a goal orientated Individual Support Plan that is devised in accordance with the policies of Threshold DAS Ltd, is reviewed regularly, and is actioned with the full agreement of the individual;
6. Deliver support and assistance to each individual in accordance with the philosophies and policies of Threshold DAS Ltd;
7. Ensure that all support notes are written up, signed and filed at the end of each session, and that each file contains all relevant information on everyone as per Threshold DAS Ltd policy;
8. Ensure review meetings are undertaken with relevant agencies.
9. Undertake specific key working duties for women with a range of support needs, particularly, but not exclusively around education issues
10. Ensure any child protection issues are dealt with immediately through appropriate referral to Children's Services and in line with Threshold DAS Ltd policies and procedures.

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11. Liaise closely with partner agencies;
12. Develop good working relationships with relevant local voluntary and statutory agencies.
13. Ensure that each individual build and sustains positive community relationships and involvement.
14. Participate in regular team meetings and individual support and supervision.
15. Ensure that quarterly monitoring is completed for each woman, as in accordance with Threshold DAS's policy and procedure and funding requirements.
16. Promotion of project across Carmarthenshire and Caerphilly.
17. Providing relevant information to the Business Development Manager to develop long term funding strategies for the project.

### General Duties

1. Operate within the policies and procedures of Threshold DAS Ltd especially those relating to confidentiality and equal opportunities.
2. Participate in regular statutory and team meetings.
3. Ensure monitoring information is accurately recorded and collated.
4. Undertake support and supervision as directed by their line manager.
5. Undertake training as directed by their line manager.
6. Any other duties as reasonably required by Threshold DAS Ltd.

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**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Education/ Qualifications</b>	<ul style="list-style-type: none"> <li>• A good Degree in appropriate subject 2.1 or above .</li> <li>• PGCE Certificate</li> <li>• GCSE level pass in English and Maths or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• MA level</li> <li>• Assessors award</li> <li>• Basic skills qualification</li> </ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>• IT skills</li> <li>• Evidence of numeracy and literacy skills.</li> <li>• Excellent oral and written communication skills.</li> <li>• Ability to work to and meet deadlines.</li> <li>• Ability to work as part of a team or on own initiative.</li> <li>• Understanding of Service User Issues.</li> <li>• Forward thinking, able to anticipate requirements.</li> <li>• Able to use initiative and judgement.</li> <li>• Awareness of sensitive issues and ability to apply a high level of discretion and confidentiality.</li> <li>• Flexible and adaptable approach to working.</li> <li>• Good Communication Skills</li> <li>• To have a non-judgemental and non-directive attitude to service users.</li> <li>• Full clean driving license and use of vehicle.</li> <li>• Use of Home or mobile phone.</li> <li>• Availability for weekend work if needed.</li> </ul>	<p>Experience of working with NVQ's</p> <p>An ability to produce quality written work, reports.</p> <p>Experience of liaising with other agencies, both statutory and voluntary.</p> <p>A working knowledge of current legislation about Domestic Violence.</p> <p>Experience of working with Service users with Drugs/Alcohol Issues</p> <p>Experience of working with groups.</p> <p>Able to empower women.</p>

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