



Outreach Worker - Full time, based in Norwich

Salary £18,000 Fixed term contract to end March 2010 – with the possibility of an extension dependent upon funding

You will provide information and support to women in the community, enabling them to access WEETU's services and take control of their economic lives. Making things happen will be a daily part of this exciting role.

You will have experience of 1-2-1 work and be confident working with groups. Ideally you will have an IAG qualification and have previous experience of this kind of work.

Are you

- **Approachable**
- **Understanding**
- **A good communicator**
- **Organised and self motivated**

Do you want a rewarding and challenging role?

If the answer to these questions is yes then you could be the person we are looking for.

You can apply by sending us your CV and a personal statement telling us why you think you are suitable for the job to debra@weetu.org

Closing date: 12 November 2009.

Interviews: 17 November 2009.

Job Description

Purpose: As part of the Local Enterprise Growth Initiative (LEGI) to undertake outreach, recruitment and individualised programmes for women joining WEETU programmes in Norwich. This will be carried out by providing a one-stop, community based, route back to work through training, employment or self-employment for women in the LEGI areas of Norwich.

Specific areas of responsibility and tasks:

- 1 To be responsible for recruiting eligible participants on to the various programmes offered by WEETU through an effective outreach and promotion programme including local networking, events, face to face contact, organising appropriate publicity and presentations.
- 2 To provide front line support for enquiries about WEETU's programmes and to signpost and book appointments as appropriate to encourage take up.
- 3 To provide motivational and personal support to women throughout their time on WEETU programmes including one-to-ones and group work to ensure that they remain committed and benefit from the programme they are on.
- 4 To undertake monitoring and evaluation as required assessing outcomes against targets agreed with WEETU.
- 5 To work as part of the outreach team providing support and cover for each other as and when required.
- 6 To ensure all marketing, promotional and web based copy is correct and up to date.
- 7 To maintain appropriate records and statistics and produce accurate and timely reports where required.
- 8 To undertake an agreed programme of training to ensure continuous self-development.
- 9 To carry out any other duties which might reasonably be deemed to be within the grade and status of the job and appropriate to the post.
- 10 To operate within the organisation's systems and procedures including finance, personnel, administration, IT, health and safety and premises.
- 11 Duties must at all times be carried out with due regard to WEETU's Equal Opportunities and Confidentiality policies.