



Job Profile

Title: Attachment worker - Motiv8

Role: To deliver a robust proactive and solution focused approach to engaging the hardest to reach participants at the point of referral. To work towards programme targets increasing participant conversion rates from referral to programme start and supporting participants to gain relevant eligibility evidence in line with stringent timescales, and working within the ESF and Building Better Opportunities programme framework. This role will work across Greater Manchester.

This post is funded by the European Union through the European Social Fund (2014- 2020) and National Lottery through the BIG Lottery Fund for delivery of the Building Better Opportunities “Motiv8” programme. You will be employed to work solely on the Motiv8 Programme

Reporting to: Attachment Coordinator

Key Work Objectives:

1. Convert participant referrals to programme “starts” ensuring programme targets are achieved. Manage an attachment caseload of participants mobilising them through the eligibility and “start” process in line with stringent timescales and programme guidance.
2. Ensure case files are accurate, complaint and administratively maintained to record the eligibility and the start of the participant journey, and for the purpose of auditing in a timely manner in accordance with ESF and Building Better Opportunities programme framework
3. To develop a high standard of risk, need assessments and action planning for participants at the point of entry on to the programme, which identify support needs and interventions ready to be handed over to the key worker to implement.
4. Maintain regular contact with participants to ensure stringent timeframes are met, be flexible in your approach to service delivery and continually assess their support needs ensuring positive engagement at the point of referral.
5. To be proactive and solution focused to engage the hardest to reach participant’s, who face multiple barriers, to use initiative and create solutions to ensure participants are eligible to engage with the programme in line with stringent timescales and processes
6. To be a pro-active member of the team; continually seeking to improve and develop your own skills and the performance of the team. Seek to improve processes, keeping value for money as a focus. Operate within and comply with our policies, procedures and values at all times.



7. To be willing to work flexibly and travel throughout Greater Manchester and work from a variety of locations as workflow permits.