

LLANELLI RURAL COUNCIL

JOB DESCRIPTION

POST TITLE:	LEAD WORKER
GRADE:	SCALE 5 SCP 12-18 £28,598-£31,537 (Part-time – pro rata)
RESPONSIBLE TO:	YOUTH EMPLOYMENT PROGRAMME MANAGER
SUPERVISORY RESPONSIBILITY:	LEARNERS

JOB PURPOSE:

1. To provide a high-quality training service to learners within the Training Department.
2. To manage a caseload of learners and provide mentoring and support throughout their learning programme.
3. To record learner activity on digital platforms to meet lead organisation standards.
4. To liaise with tutors, placement providers, external agencies and other stakeholders involved with the learner's journey.
5. To provide Wellbeing support for learners and link in with Senior Lead Worker and Safeguarding Officer when needed.
6. To provide inclusive, learner-centred support for participants with Additional Learning Needs (ALN), ensuring reasonable adjustments are implemented and learners are able to access, engage with, and progress within the programme successfully.

MAIN RESPONSIBILITIES:

1. To assist in the fulfilment of all contractual requirements as determined by the Welsh Government.
2. To meet the quality standards set out within the Common Inspection Framework.
3. To contribute to the effective management and operation of the council as a whole and to work collaboratively as part of a team.
4. To contribute towards the development of a culture within the council which is customer focused, committed to securing best value and to providing high standards of service and the promotion of Health and Safety.
5. To act in accordance with the council's Health and Safety Policy and supporting procedures and to comply with all statutory regulations and the legal requirements of Health and Safety which may, from time to time, be applicable or in force.

6. To fulfil all personal obligations and requirements with regard to the council's policies and procedures with particular emphasis on equal opportunities, customer care, security, work standards and promotion of the council's values.
7. To adopt a co-ordinated and co-operative approach to working across services.
8. To promote quality work-based learning opportunities and contribute to the development of positive employer relationships.
9. To support the promotion of youth employability programmes and fulfil all relevant obligations associated with prime contractors where applicable.

HOURS OF DUTY: 22 hours per week

8.45 am to 3.00 pm Monday to Thursday

You may also be required to work additional hours as and when necessary which will be paid as overtime.

PLACE OF WORK:

Normally at Vauxhall Buildings, Llanelli but you may be required to work at other sites as the need arises.

SPECIFIC DUTIES

(NOT IN ORDER OF PRIORITY)

1. Conduct comprehensive initial assessments to identify learner starting points, support needs, employability skills, and barriers to progression.
2. Complete pre-start appointments, onboarding paperwork and ensure eligibility evidence is gathered in line with programme requirements.
3. Carry out inductions covering programme expectations, safeguarding, health & safety, equality and diversity, and learner rights and responsibilities.
4. Develop Individual Learning Plans (ILPs) based on assessment outcomes.
5. Set SMART targets aligned to employment and personal development goals.
6. Ensure learners fully understand attendance expectations, conduct standards, and progression pathways.
7. Monitor and track participant attendance, follow up promptly on absences and implement engagement strategies, escalate concerns regarding persistent non-attendance.
8. Maintain accurate data on relevant management systems in line with programme and funding requirements.
9. Promote a safe and inclusive environment for all participants.
10. Identify, record, and report safeguarding concerns in line with organisational policy and Welsh Government guidelines.

11. Provide appropriate welfare support and signpost to specialist agencies where required (e.g., mental health, housing, financial advice).
12. Identify, record, and report safeguarding concerns in line with organisational policy and Welsh Government guidelines.
13. Support the Designated Safeguarding Officer in monitoring safeguarding procedures and compliance.
14. Conduct regular one-to-one progress reviews with participants, tracking progress against agreed targets and employment goals.
15. Review and update ILPs and action plans.
16. Ensure participants are developing employability skills and meeting programme expectations.
17. Support the Employer Engagement Officer in Liaising with employers to monitor placement performance and attendance.
18. Conduct regular workplace visits and employer reviews.
19. Address any performance or conduct concerns in a timely manner.
20. Support both employer and participant to ensure a positive placement experience.
21. Identify personal, social, and vocational barriers to employment and support learners through targeted strategies to improve learner engagement, progression and outcomes.
22. Provide one-to-one and small group support for learners with Additional Learning Needs (ALN), adapting delivery methods and resources to meet individual learning styles and needs.
23. Support participants with CV development, interview preparation, and job search activities.
24. Maintain up-to-date and audit-ready documentation, including assessment records and onboarding evidence.
25. Ensure compliance with programme requirements and organisational policies.
26. Contribute to quality improvement and inspection preparation.

Note: This job description reflects the position at the present time only and may be subject to change in the future.

5 May 2026