

Department for Work and Pensions (DWP) Flexible Support Grant Funding Project Specification

Purpose of the project

To reach and support around 360 of those people furthest from employment to become engaged and benefit from Job Centre Plus (JCP) provision, with a view to accessing or re-integrating with the job market.

Criteria for support

- Individuals aged 16+ in receipt of Universal Credit
- Individuals with complex needs and/or facing multiple barriers where work is not yet a consideration and no other provision is suitable
- Priority given to those living in areas of high deprivation e.g., Scholemoor, Ravenscliffe etc. and/ or non-geographic communities with particular needs e.g., mental health issues, substance use etc.
- Access onto the programme will be voluntary
- Referrals can be made from DWP Work Coaches and Community Networks
- Living in the Bradford District including Keighley

Duration of project

Eighteen months from August 2022 to 31st January 2024.

Funding

The overall combined value of the project is in excess of £300,000.

Delivery Model

- Qualifying individuals (hereafter referred to as clients) will receive intensive 1:2:1 navigator/ coaching support from a funded worker employed directly by the delivery partner organisation on either a full or part time basis. Funding will cover salary, on costs including national insurance and pension, and costs incurred for the management, supervision and development of the worker.
- Support for clients will be provided on a 'roll on roll off' basis with the expectation that they will receive support for an average of 6 months, based on individual need and progress made.
- Each client will receive an initial diagnostic interview, tailored action plan and, on completion, an exit report detailing next steps. Clients will be encouraged and supported to overcome barriers identified at the initial diagnostic and as they arise during the client's engagement with the project.
- Primarily support, wrap around services e.g., basic life skills and learning, will be provided in community locations that clients know and trust. However, signposting outside of known community locations may be required when there is an identified need for specialist support e.g., substance use, or learning opportunities such as work experience.
- Develop communication channels and close working relationships with DWP/ JCP colleagues. Identify suitable DWP and other existing support programmes and encourage clients to access these where appropriate. Where possible provide an active presence in Jobcentres to help maintain working relationships.

- Flexible and tailored support, the majority of which will be 1:2:1, will help clients to take control and be empowered to make the transition to independently engage and access Jobcentre Plus and mainstream provision to bring them closer to the job market.
- Utilise Asset Based Community Development (ABCD) approaches within delivery where appropriate and practical to do so

Data collection and management

Personal Data:

This project is funded by the DWP under the Flexible Support Grant Funding. It is a requirement of funding that delivery partner organisations collect the personal data detailed below from people receiving support. Their informed consent must also be gained before sharing this data with JCP. Appropriate consent forms etc. will be provided.

- Name
- National Insurance Number
- Date of birth
- Gender
- Postcode
- Date support starts and ends

Performance Data:

Provide monthly reports on performance against agreed outcomes, targets and indicators. Grant payments will be conditional on receipt of satisfactory reports.

Monitoring and Evaluation Data:

Assist with the development of standardised, robust monitoring and evaluation tools and once agreed complete and maintain these in order to track progress and provide information for future planning and insight. Provide 'good news' stories to share with DWP and Job Centre Plus.

Financial Reporting and Payments:

Payment will be made monthly in arrears based on satisfactory submission of agreed activity and financial monitoring, and a suitable invoice

Outcomes for individuals

Clients will be progressed from and exit the project when they achieve one or more of the outputs listed below. 70% of clients who engage/start the project will achieve one or more of these outputs:

- able to independently engage with a Jobcentre Plus Coach
- access recognised community provision
- access mainstream employment and skills provision
- volunteer on a regular basis
- successfully complete work experience / volunteering tasters/ sector-based work academy programme (SWAP) <https://jobhelp.campaign.gov.uk/government-services/sector-based-work-academy-programme-swaps/>
- successfully complete accredited or non-accredited training
- access ongoing health support independently

Other Progress measures may include:

- Completion of parenting programme (group or 1:2:1)
- Engaging with various wellbeing courses
- Receive debt advice and/or money management
- Accessing recovery programmes (Drug and Alcohol support)
- Housing support

Deliver Provider Pre-requisites

As a minimum, providers submitting an expression of interest to deliver this project will need meet the essential requirements below. These criteria are intended to ensure that only organisations with the necessary experience and capability are considered.

The desirable requirements may come into the decision-making process if a large number of expressions of interest are received.

As part of delivery, all partners will be required to provide detailed and robust activity, financial and performance data and be expected to have all necessary policies, procedures and capabilities to monitor and report that information accurately to agreed timescales.

Essential

- A constituted group based in Bradford District registered with the relevant statutory body
- Community based and not for profit
- Relevant policies, procedures and insurance in place
- A business banking account requiring at least two signatories
- A minimum of three years financial records
- Agree to work within the values of the VCS Alliance <https://www.thevcsalliance.org.uk/wp-content/uploads/2022/04/Values-Integrity-Transparent-Collaborative-Visionary-Innovative-Inclusive-Pioneering-Accountable-2-1536x864.png>
- Demonstrable track record of delivering employment support
- Demonstrable track record of partnership working
- Demonstrable ability to ensure that activity and financial records are managed and maintained to high standards and are reported when required

Desirable

- Staff currently with the experience and competencies to deliver intense navigator/ coaching support
- Experience of working with socially and economically disadvantaged communities
- Experience of working with people with significant barriers to participation e.g. substance use, learning disabilities
- Previously been funded by DWP to deliver employment support