

**JOB DESCRIPTION -
New Position – Senior Employment Advisor
Our Ref: HLC121**

JOB TITLE: Senior Employment Advisor	REPORTS TO: Community Development Manager
MAIN DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> ➤ Responsible for the development and implementation of the employment services at Healthy Living Centre in the Buckinghamshire area following the vision of the Adviza program for building futures with service delivery standards. ➤ Responsible for managing a small team of two, quality compliance and contributing to the returns and claims process. ➤ Develop an agile and skilled team of caseworkers to successfully deliver outputs and outcomes to contractual obligations as stipulated by the prime contractors and represent the programme at partnership meetings. ➤ Talking to people about their abilities, interests and goals. ➤ Assessing their skills and abilities. ➤ Exploring learning and work opportunities for people. ➤ Supporting people to overcome barriers to employment. ➤ Helping people to find jobs. ➤ Advising people about the support they can get to help them in their job, for example special equipment or travel. ➤ Supporting people with their CV and applications. ➤ Building relationships with local employers, colleges and training providers. 	
SCOPE OF JOB (BUDGETARY/RESOURCE CONTROL, IMPACT)	
Number of employees Managed/supervised (directly)	Two
Number of FTE (Full time Equivalents) employees Managed/supervised	Two
Budgetary control	To be confirmed

PERSON SPECIFICATION - Key Worker

Knowledge/Qualifications:

- Knowledge of the wide range of educational and employment/training opportunities available to people
- Knowledge of other voluntary and statutory agencies who work with people.
- Knowledge and understanding of data sharing legislation
- Knowledge of safeguarding requirements and processes.

Essential Skills and Requirements

- You will be a skilled project manager with a background in employment support contracts, ensuring Healthy living centre provision is compliant with minimum service standards, delivers outcomes to profile and ensuring income targets are met.
- You will be an excellent team leader, motivating and inspiring your team to excel and achieve minimum targets, as well as challenging and managing poor performance.
- You will be experienced at building effective partnership and are skilled at maintaining relationships over time and managing emerging challenges.
- You have experience working on externally funded contracts and excel at record-keeping, monitoring and quality assuring your own work and the work of your team to both contract and organisational standards.
- You are an employment support professional who can provide expert support to your team to assist them in caseload management and achievement of outcomes.
- You have excellent attention to detail.
- You are experienced in overseeing and managing claims processes and audits (internal and external)
- You will have excellent team-work skills.
- You will have excellent communication skills and demonstrate resilience and determination.
- IT literate, Word, Excel with excellent written skills.

Desirable skills and requirements:

- A background working in health and/or working with people managing physical and mental health conditions.
- An Information, Advice and Guidance level 4 certificate.

Experience:

- Previous experience in a guidance role.
- Previous experience of managing a caseload.
- Previous experience of project work desirable.
- Experienced in reflective practice.

SPECIAL FACTORS:

Special Factors:

- Prepared work flexible hours including some evenings and Saturdays
- Ideally should hold a driving licence and have access to a car.
- Commitment to safeguarding and promoting the welfare of young people and adults.