

Job Vacancy

New Position for a Senior Employment Advisor

The Healthy Living Centre CIC is a Social Enterprise working in Buckinghamshire. We are currently undergoing an exciting new development and are increasing our staff numbers to enable us to provide more services to our community. We have the following vacancy:

Senior Employment Advisor: 'Building Better Opportunities Project,' Buckinghamshire. £25,000 – Contract until September 2019. 37.5 hours per week - Monday to Friday

- 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.

Post subject to a 3 month probationary period. Enhanced DBS disclosure required.

For further information please contact Marcela Heime on 01296 334562. Applications Forms are available from Reception in The Healthy Living Centre, Walton Court Shopping Centre, Hannon Road, Aylesbury or online on our website: www.healthylivingcentre.com

Closing date for applications: Midday 30th May 2018

Our Ref: HLC121

