

**JOB DESCRIPTION -
New Position - Employment Advisor
Our Ref: HLC122**

JOB TITLE: Employment Advisor	REPORTS TO: Senior Employment Advisor
MAIN DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> ➤ 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)	None
Number of FTE (Full time Equivalents) employees Managed/supervised	None
Budgetary control	To be confirmed

**PERSON SPECIFICATION -
Key Worker**

Knowledge/Qualifications:
<ul style="list-style-type: none"> • Recognised Level 3/4 IAG (or equivalent) qualification • 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.

Skills/Abilities:

- Excellent interpersonal skills and the ability to communicate effectively with a range of individuals, groups and organisations
- Ability to relate to and build effective working relationships with people from a variety of backgrounds and their families.
- Ability to negotiate with a range of partners
- Ability to work alone with the minimum amount of supervision
- Ability to work flexibly and to problem solve
- Ability to undertake assessments and to design packages of support to meet individual needs.
- Ability to use information technology effectively
- Ability to manage a caseload and to meet targets and deadlines
- Confident in delivering group works and presentations.

Experience:

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

Personal Qualities:

- Ability to communicate effectively with people
- Ability to empathise with people from a variety of backgrounds
- Enthusiastic about working with vulnerable people
- Ability to adapt to change and confidence to take on new areas of work
- Ability to meet deadlines and achieve quantitative and qualitative targets
- Commitment to continuous improvement and willingness to undertake appropriate qualifications and training as required by specific project roles.
- Ability to work with other key professionals and partners at all levels

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.