

Job Vacancy

New Position – 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:

Employment Advisor: 'Building Better Opportunities Project,' Buckinghamshire.
Salary: £20,000 per annum
Contract until September 2019.
Hours: 37.5 hours per week - Monday to Friday

- 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: HLC122

