

Employment Outreach Advisor

Full Time 37 hrs pw

£21,630 - £24,690 dependant on experience

Fixed Term to October 2021

Vacancy Closing Date: Friday 6th November 2020

Interviews will take place 11th November 2020

To apply for this role please send a CV and covering letter to Tasha Clement, Paddock Community Trust, Paddock Village Hall, West View, Paddock, Huddersfield, HD1 4TX or email tasha@paddocktrust.org.uk
If you require any further information, or to discuss the opportunities please call 01484 431400.

We are currently seeking to recruit an Employment Advisor to join our expanding Outreach team. Your main tasks will be to support and develop engagement activities and to deliver 1-1 key worker support in community venues throughout Kirklees. Due to the current COVID 19 situation this service is currently delivered remotely via telephone/video. We will look to move the service back into the community once it is safe to do so. The successful candidate for this role will need to be able to demonstrate they have the following:

Roles and Responsibilities:

- Assess individual's needs, identifying their barriers and support the creation of SMART action plans that enable them to engage with solutions.
- Promoting the service in the local area
- Support participants into employment and training
- Carry out bespoke job search activities with and on behalf of participants
- Support participants with the completion of application forms and development of interview skills
- Signpost participants to a range of organisations to assist them to overcome their identified barriers
- Manage a caseload of referred participants using a variety of appropriate strategies to help them overcome barriers to gaining employment
- Work to targets and deadlines as set out by contract profiles
- Create and maintain effective working relationships with partners to ensure that clear pathways of progression into learning and employment can be achieved

Skills/knowledge/experience/attributes –

- Effective communication skills with the ability to build relations with clients to enable both support and challenge to be provided as applicable.
- Excellent interpersonal skills.
- Experience of working with people providing information, advice & guidance.
- The ability to identify an individual's barriers to work and to signpost to relevant local support agencies.
- Have effective advocacy skills and use innovative practise to engage people into relevant services
- An organised approach with the ability to effectively plan and manage a personal diary to meet the needs of a busy case load.
- The ability to work alone unsupervised and complete all tasks agreed within deadlines whilst maintaining high quality standards.
- The ability to create and maintain effective working relationships with partners to ensure that clear pathways of progression into learning and employment can be achieved.
- Strong levels of Literacy, Numeracy, and IT to facilitate the completion of high-quality applications in conjunction with participants.
- The ability to use online computer systems, inputting real time data and completing reports and case studies to evidence work completed.
- Flexible approach to all tasks and duties with a team ethos and a willingness to undertake training and development activity.
- Experience of working with people in the provision of 'information, advice & guidance'.
- Full UK driving licence and own transport as you will be required to travel throughout the Kirklees district.
- Information and Advice Qualification at Level 3 or above

Please note any offer of employment will be subject to satisfactory references and the completion of a DBS check. The cost of which will be met by Paddock Community Trust.