

EMPLOYMENT SUPPORT ADVISOR JOB DESCRIPTION

Job Title: Employment Support Advisor
Salary: £21,630 - £24,690 per annum
Reports to: Contracts Manager
Location: Huddersfield with Kirklees wide travel

Role Purpose:

To work as part of the outreach team, working directly with a caseload of clients to help them overcome barriers to employment, providing holistic support to help them to make positive changes. You will deliver support and targeted interventions to a range of individuals meeting their specific needs. You will be responsible for supporting and developing engagement activities to deliver 1-1 key worker support in community venues throughout Kirklees, supporting our externally funded contracts.

Main Responsibilities and Duties:

- To deliver information, advice and guidance in relation to supporting clients to achieve outcomes in employment, education, training and work experience.
- To support clients to access and engage in sessions and services to which meet their needs and support their progression in achieving goals and aspirations.
- To carry out community engagement activities, delivering 1 to 1 keyworker support and group sessions in community venues throughout Kirklees.

Core Responsibilities

- Manage and maintain a caseload of clients using a variety of appropriate strategies to help them overcome barriers to gaining employment.
- 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.
- Meet and support participants into employment and training. This activity will take place in a variety of outreach locations.
- Carry out bespoke job search activities with and on behalf of participants, this includes producing CV, application forms, interview techniques and career development.
- 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.
- 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.
- Source job opportunities and work experience opportunities for clients through tailored job search and regular contact with local employers to explore hidden opportunities.
- Once employment has been secured continue to provide a quality service through conducting regular contact and in-work support to support clients to and help sustain employment.
- Adhere to administrative and data capture protocols, ensuring all case records and administrative systems which record the progress of individuals are kept accurate for the purpose of case work, monitoring and information retrieval.
- To work independently, and deliver consistently.
- To keep up to date with local, regional and national labour markets.

- To collect evidence that is required for contractual requirements to evidence outcomes agreed
- Ensure all relevant policies are implemented and adhered to.
- Have a flexible approach to work, which could include occasional evenings, and very occasional Saturdays, as scheduled.
- To partake in continuous learning as and when needed to increase knowledge and further professional development
- Attend and contribute to all relevant meetings as directed by the Line Manager or Senior Management team
- Operate all times within the stated policies and practices of the trust and actively promote them, ensuring that equality, inclusion and diversity are embedded in all work with all clients and contacts.
- To actively promote the services of the Trust and pro-actively build positive working relationships with external community organisations including attendance at events.
- To undertake any other duties as required within the scope of the post.

Additional Requirements

- To comply with all organisation policy and procedures.
- To be aware of, and assume the appropriate level of responsibility for Health and Safety and Fire regulations.
- To be aware of, and assume the appropriate level of responsibility for Safeguarding the welfare of children, young people and vulnerable adults and to follow the Trust's safeguarding policy and procedures.
- To carry out duties at all times in compliance with the Trust's Equal opportunities
- To agree that the Trust will apply for an Enhanced Disclosure from the Disclosure & Barring Service at the point of commencing in the post and on a regular basis as determined by the Trust, provide evidence of identification to support the application, declare any criminal convictions at the point of application and declare any subsequent criminal conviction so that the Trust can consider if it adversely impacts upon the post holder's role.
- To undertake any other duties as required by the Director.
- Attend and actively participate, taking joint responsibility for regular monthly meetings and support and supervision and annual appraisals.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by any changes in the role other than those given in the job specification.