

## 2 x Employment Outreach Advisors



Paddock Community Trust is an awarding winning charity, delivering an extensive range of community services, specialising in adult learning, employment support programmes, specialist mentoring, mental health and wellbeing, advice and guidance services and particular experience in delivering projects that successfully promote digital inclusion.

We currently have two vacancies within our expanding Outreach Team for Employment Advisors who will be responsible for supporting and developing engagement activities to deliver 1-1 key worker support in community venues throughout Kirklees. You will work 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.

The ideal candidates will have the experience and ability to motivate and empower individuals to gain the necessary skills and confidence to enable them to secure and sustain employment.

- Location:** Huddersfield with the requirement to travel to all areas across Kirklees to meet with clients.
- Hours:** 37 hour per week (Full Time)
- Salary:** £21,630 - £24,690 per annum
- Contract:** 1 x 12 months fixed term to January 2023  
1 x 6 Months fixed term to June 2022  
Extensions are subject to gaining additional funding

### Benefits

- 24 days holidays + bank holidays
- Cycle to work scheme
- 5% combined pension contribution
- Workplace ISA Available
- Charity Online Retail discounts.

### What Do I Need?

- 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
- Effective advocacy skills and use innovative practices 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
- Experience of working to targets and deadlines as set out by contract profiles
- Strong levels of Literacy, Numeracy, and IT to facilitate the completion of high-quality applications in conjunction with participants
- Experience in the use of Microsoft Office packages and 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
- Full clean driving licence, use of own vehicle with adequate insurance for travel across the whole of Kirklees during working hours

Applicants should be aware that duties will involve lone working supported by relevant policies and procedures.

### What are the next steps?

If you are interested in learning more about Paddock Community Trust, please feel free to visit our website at [paddocktrust.co.uk](http://paddocktrust.co.uk).

**Applicants must submit a CV and a covering letter explaining why they are applying for the post and their suitability, addressing all criteria on the employee specification or you can complete our online application form via the Paddock website. Please send your completed application form to [melissa@paddocktrust.org.uk](mailto:melissa@paddocktrust.org.uk).**

Please email your CV and covering letter to [Melissa@paddocktrust.org.uk](mailto:Melissa@paddocktrust.org.uk), enquiries about the role or requests for application packs can also be sent to this address.

**Why not come along to an informal drop-in session where you will be able to find out more about our work and the vacancies we have available. The session will be held on Monday 13<sup>th</sup> December 2pm-7pm at our Paddock office; Paddock Village Hall, West View, Paddock, Huddersfield, HD1 4TX. Please register your interest to attend by emailing [melissa@paddocktrust.org.uk](mailto:melissa@paddocktrust.org.uk).**

**An enhanced DBS check will be required.**

**Closing Date: Wednesday January 5<sup>th</sup> 2022**