



Paddock

Community Trust

Job Description

Job Title	Step by Step Advisor
Salary	£22,129 - £25,419
Hours of Work	37Hours – Full Time
Pattern of Work	8.30 am – 4.30 pm
Reports to	Contracts Manager
Type of Contract	Fixed term to March 2025
Location	You will work at various locations across Kirklees. A Full clean driving licence and use of own vehicle with adequate insurance for travel across Kirklees during working hours is required. Travel expenses are paid for work journeys.

Team Purpose

The Outreach team are dedicated Employment Support Advisors, driven by a shared commitment to transform lives and uplift communities. Our purpose is to support and empower individuals within Kirklees, especially in areas of higher deprivation, to enhance their labour market status and guide them towards gainful employment. We engage directly in specific locations and communities, ensuring that our support is readily accessible to those who need it most. Our focus is on removing the complicated barriers that individuals face in their journey towards employment.

Role Purpose

As a Step by Step advisor, your role is to strengthen the efforts of the Outreach team by delivering our vital community advice service. The Step by Step service comprises weekly, two-hour drop-in sessions delivered at 12 community venues, that are located in, or very near, areas of high deprivation. Along with the delivery of a separate Schools Inclusion programme in schools in Kirklees. Your primary responsibility is to work in the community, encouraging community cohesion and offering Information and Advice on a wide range of needs. This includes but is not limited to, poverty prevention, job search and applications and providing a safe, friendly environment to promote social inclusion. You will also be providing practical support to find vacancies and setting up accounts with job websites, updating CVs, support to access benefits, Universal Credit support, financial help when returning to work including Better off in work calculations, and signposting to other support. At a broader level, your role as a Step by Step Advisor contributes to the broader mission of our programme: to empower individuals with the tools and resources they need to not only secure employment but to empower people to access better housing, achieve financial stability, enhance their health and well-being, and reduce dependency on benefits.

Main Priorities and Duties

- Deliver a Step timetable and promote the service in the local areas
- Develop and deliver the Schools Inclusion programme and work with Community Hubs
- Working with participants on a drop-in, group-delivered basis providing advice and guidance
- Support participants into employment, volunteering and training
- Identify barriers and support the participants to engage with solutions
- Signpost participants to a range of organisations to assist them in overcoming their identified barriers
- Provide general benefits and housing advice
- To work with a variety of organisations and maintain good networks to generate referrals.
- Work to targets and deadlines as set out by contract profiles
- To monitor and report on performance via internal and contracted systems as required

Core Responsibilities

- 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 clients, this includes producing CVs, application forms, interview techniques and career development.
- Support clients with the completion of application forms and development of interview skills.
- Signpost clients to a range of organisations to assist them in overcoming 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 searches and regular contact with local employers to explore hidden opportunities.
- Adhere to administrative and data capture protocols, ensuring all case records and administrative systems that record the progress of individuals are kept accurate for casework, 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 will include 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 policies 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 regularly 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.