

## **Job Description**

**Job Title: Employment Adviser**

**Reports to: Area Manager**

**Grade Band: E**

### **Purpose**

The role of an Employment Adviser requires a tenacious, highly organised, motivating, and innovative individual, able to work in a fast-paced target driven environment to support people with multiple barriers to move into sustainable employment.

Supporting a caseload of participants, to produce a vocational profile and an effective action plan, offering advice and direction to enable participants to access the support they need. Delivering within an "Employment First" model you will be engaging with employers to support job matching, job carving, and reasonable adjustments. The Employment Advisor works with both the employer and participants during in-work support until a job outcome has been reached.

### **Main Duties and Responsibilities**

1. Ensure achievement against service delivery KPIs, targets and outcomes. Including Job Entry, sustainability, customer service standards and activity led profiles.
2. Progressively manage a caseload of referred customers conducting initial assessments to identify support needs, goals, and motivation.
3. Co-production of Vocational Profile and Action Plan to support job matching and empower participant. Understanding the participant needs including health, benefits/budgeting, and the creation of a Positive Health Statement to support employer disclosure.
4. Responsible for real time updating of the client database system to ensure quality interventions are recorded and that reporting, and management information data is effectively utilised to ensure a quality journey of support

5. Brokering and sustaining excellent working relationships with key local stakeholders to support participant development at all stages of their journey in to sustained employment from Job Centre Plus (JCP), to employers and other community-based organisations, creating positive outcomes for our participants, whilst ensuring non duplication of support.
6. Undertake in-work support activities to ensure an individual can maintain their employment, identifying and overcoming any risk to achieving this to ensure sustained employment is achieved.
7. Independent, effective caseload management through organising and coordinating a varied timetable of 1-2-1 and group activities; CV Workshops, Application support, job clubs, and other innovative interventions to progress participant caseload to work ready and in to sustained employment bespoke to their needs.
8. Maximising access to MyCareerHub, CV and interview assessments, self-serve employability tools, the E-learning resource library and live job search activities.
9. Supervise and guide the volunteers to provide participants with additional support to access community provision, thereby creating a 'circle of support'.
10. Employer relationship management to create accessible employment pathways. Including engagement with Disability Confident and supporting employers to facilitate reasonable adjustments.
11. Providing in work support (IWS) through a co-produced action plan. Identifying circles of support, assisting with Access to Work application, offer of Employer Support (educational information, job accommodations) etc.
12. Be fully responsible for all tasks related to journey / case management function including maintaining effective and efficient administrative procedures, prioritising and producing appropriate records and reports.
13. Ensure safe working practices are maintained as set out within Shaw Trust's policies/procedures as well as operating within service guidelines when participants require crisis support.
14. Maintain an up-to-date working knowledge of the local labour market, training opportunities and relevant support agencies particularly health and wellbeing service providers.
15. Maintain up to date knowledge of the benefit system and entitlements. Utilising Off-Benefit calculations to support informed decisions.
16. Provide a quality service which meets contractual requirements.

17. To encourage client feedback and user involvement as directed.

### Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.



<p align="center"><b>Person Specification</b></p> <p align="center"><b>Job Title: Employment Adviser</b></p> <p align="center">(E=Essential D=Desirable)</p>
<p><b>SKILLS AND CORE COMPETENCIES</b></p>
<p><b>Technical competency (qualifications and training)</b></p> <ul style="list-style-type: none"> <li>• 5 GCSEs (A-C) or equivalent qualifications (E)</li> <li>• IAG Level 4 or equivalent or demonstrative experience at this level and a willingness to work towards and gain relevant accreditation and qualifications (D)</li> <li>• Demonstrable evidence of Continuing Professional Development (E)</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Relevant experience in particular discipline (E)</li> <li>• Strong track record of successfully working to targets and KPIs (E)</li> <li>• Experience in successfully managing and progressing clients or customers meet agreed goals and ambitions (E)</li> <li>• Experience of working with external stakeholders in providing exceptional customer progression routes, working with employers, local authorities, health services or voluntary sector organisations (E)</li> <li>• An understanding of, and positive attitude towards mental and physical health; community and social inclusion; and a strengths and assets based approach to engaging participants (E)</li> <li>• Knowledge of the local labour market (E)</li> <li>• Experience of supporting, motivating, and advising participants with complex and/or multiple barriers in to sustained employment (D)</li> <li>• Experience of proactively engaging with employers to source, create or tailor employment and training opportunities (D)</li> <li>• Experience within recruitment, training, or employment sectors (D)</li> <li>• Knowledge of the current benefit system and employability programmes (D)</li> <li>• Knowledge of challenges faced by long term unemployed (D)</li> </ul>
<p><b>Skills and Attributes</b></p> <ul style="list-style-type: none"> <li>• Excellent IT skills, including familiarity with Microsoft Office software and previous experience of working with databases (E)</li> <li>• Excellent verbal and written skills and ability to communicate concisely and effectively (E)</li> <li>• Demonstrable experience of providing excellent customer service skills (E)</li> <li>• Understanding of our client group and the barriers our clients may face (E)</li> <li>• Understanding of data protection and information security (E)</li> </ul>

**Personal qualities, communicating and relating to others**

- Excellent interpersonal and communication skills (E)
- Good at building relationships with both internal and external stakeholders (E)
- Ability to use initiative when required and take a problem solving approach to work tasks (E)
- Ability to work well as part of a team and independently when required (E)
- A motivational, flexible, and problem-solving approach (E)
- Copes well in rapidly changing environments (E)

**Safeguarding**

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults (E)
- This post requires a Disclosure and Barring Service Check at an Enhanced level (E)

**Other**

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity (E)