Job Description

Job Title: **WHP JETS Employment Advisor**

Reports to: **WHP JETS Team Leader**

Salary Range: £20,000 - £25,000 **(All other areas)**
£21,000 - £26,000 **(South East)**
£22,000 - £27,000 **(London)**

Location: **Home Based covering Central, Home Counties or London delivery**

This role is working on a DWP Work and Health Programme - Job Entry: Targeted Support (WHP/JETS)

Purpose

As a WHP JETS Employment Advisor you will be providing advice and support to guide and encourage participants to overcome barriers to employment and achieve realistic job goals. This will be mainly delivered remotely via phone, video conference and other digital channels.

The role holder will be expected t manage a caseload o participants, supporting their journey t employment, offer advice and direction t enable participants t access support they need. The role will also involve re-building participant confidence and self-efficacy following a period on unemployment.

Main Duties and Responsibilities

1. Manage a caseload of participants requiring additional support prior to entering employment.
2. Maintain participant records in line with contract and funding requirements.
3. Ensure regular Adviso / participant contact is maintained and recorded for the duration of the programme.
4. Use diagnostic screening, assessments and skills analysis to support participants consider all options available to them to gain employment.
5. Provide advice and support to develop realistic job goals wit participants and agree tailored action plans.
6. Refer participants to internal and external advice, guidance and support in line with their tailored action plan.
7. Monitor participant progress against agreed action plans, providing advice and support as well as onward referrals and sign-posting.
8. Maintain awareness of employment opportunities available within your designated geographic area, highlighting these to participants as appropriate.
9. Maintain an up to date working knowledge of the local labour market, training opportunities and relevant support agencies.

10. Re-building participant confidence and self-efficacy in the post-COVID landscape through supportive interaction and sign-posting to required activities and training.

Other

1. T undertake any further training as identified i the Shaw Trus review procedures.
2. Ensure that safe working practices are followed i respect o COSHH and other Risk Assessment control measures.
3. Employees must comply wit the provisions o 'The Health and Safety a Work Act 1974' and must take reasonable care for the health and safety o themselves and o other persons who may be affected by their acts o omissions whilst a work. Employees are also required t co-operate wit their employer t enable them t perform or comply wit any statutory provisions. The Trust's efforts t promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. T understand, comply wit and promote Shaw Trust's safeguarding policy and procedures. I is the responsibility o all employees t make the working environment safe and secure for all Everyone must adhere t the 5 Rs i relation t possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trus can only ensure its dedication t the protection o vulnerable people with the full cooperation of its employees.
5. The Trus has an Equality and Diversity Policy and it is the responsibility o all staff t comply wit this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. T maintain the confidentiality about participants, staff and other Trus business. The work is o a confidential nature and information gained must no be communicated t other persons except i the recognised course o duty The post holder must mee the requirements o the Data Protection Act a all times.
7. Be aware of, promote and implement Shaw Trus 's Quality and Information Security Management Systems.
8. T repor t Line manager, or other appropriate person, i the event o awareness of bad practice.
9. Recycle and manage energy within your environment.
10. Ensure that good practice is shared across employment services and wit th wider organisation.
11. Actively promote and embed the Trust's behaviours.

This role 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.

shaw trust

Person Specification

Job Title: WHP JETS Employment Advisor

E = Essential D = Desirable)

SKILLS AND CORE COMPETENCIES
Technical competency (qualifications and training) • Minimum of GCSEs grade 4 in English and Maths or equivalent. **(E)** • Information, Advice and Guidance qualification or equivalent. **(D)**
Experience, Knowledge and Skills • Experience of working in the employment and skills sector and delivering to specified targets, quality standards and compliance measures. **(D)** • Experience in action planning to manage the progression of others **(E)** • Experience in using motivational and action planning techniques to manage the progression of participants into sustainable work opportunities. **(D)** • Ability to identify individual participant's motivators to enable them to take ownership of their goals and actions. **(E)** • Experience of providing one to one support or coaching and positively influencing other people's professional or personal development. **(D)** • Strong track record in achieving individual and team performance targets. **(E)** • An understanding of the local and regional labour market and employment issues within one or more sectors or industries **(E)** • A practical understanding of recruitment and selection processes within one or more sectors or industries **(E)** • Knowledge of employment law and disability legislation such as Employment Law, Health and Safety, Equality and Diversity, etc. **(D)** • Ability to problem solve and respond appropriately to a variety of situations. **(E)** • Ability to manage, support and review a caseload to achieve targets and participant progression. **(E)** • Flexibility to cope with the varying demands of the role, managing time effectively to achieve the desired results and willing to travel. **(E)** • Comfortable working remotely using a range of digital channels including phone, video conferencing, instant messaging and email. **(E)** • Good administration, IT and organisational skills with good experience of using MS office software. **(E)** • Solutions focused with ability to work under pressure **(E)** • Ability to work on own initiative and as part of a team. **(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 Enhanced level. **(E)**
Other • Have an understanding of and be able to demonstrate a commitment to Equal Opportunities, Diversity and Inclusion. **(E)**