

Employment & Learning Adviser

JOB DESCRIPTION

Part Time (0.8 FTE) post with annual salary of £ 21,600 (FTE £27,000)

Overview

The primary role of the Employment & Learning Adviser is to provide advice, guidance, and practical help with getting adults into work, volunteering, or training towards work, and sustaining employment in the longer term.

The individual we seek has a background working in employability and/or careers information, advice, and guidance, with adults. They are self-motivated, tenacious, and proactive and above all seeking to support job seekers to succeed in employment. The individual will have a strong interest in and commitment to social inclusion, equality, and diversity.

Main Duties & Accountabilities

- To deliver high quality Careers Information, Advice and Guidance sessions with adults, to include information on employment and training.
- Run one to one and group sessions to assist with CV's, job applications, interview techniques; developing work action plans; enrolling for accredited and non-accredited training.
- Liaise between employers and job seekers with job vacancies and work-related learning information, application updates, and interview feedback.
- Support job seekers to prepare for interviews and follow up post interviews.
- To support adults to demonstrate and sustain progression into Apprenticeships, employment, and training.
- To promote and develop self- confidence so that young adults succeed in the world of work.
- To effectively engage job seekers to progress in existing and new careers.
- Effective and timely record keeping; reporting and administration.
- Effective use of hub candidate/client databases to maintain accurate and timely client/candidate records.
- Use a wide range of media to advertise positions, attract candidates and employers to the hub and build relationships/hub profile.
- Proactively work with other organisations, businesses, and the local community to identify appropriate support or opportunities for the Hub.

What does good look like for this role?

- Developing strong relationships with referral partners, participants, training providers and employers.
- Strong interpersonal skills, approachable, adaptable, and supportive to the range of stakeholders involved.
- Ability to develop a strong rapport.
- Service is delivered in line with contract requirements and all targets are met.
- Service is delivered safely, and risks/areas of underperformance are identified and managed appropriately.
- Hub outcomes are achieved.
- Job Seekers have a positive experience and achieve their goals.

Essential:

- A strong and proven track record in supporting job seekers/learners with CV's, job applications, interview techniques and enrolling for accredited and non-accredited training.
- Experience of providing high quality coaching support that ensures participants access employment and apprenticeships.
- Able to build job seekers self-confidence, self-esteem, motivation to help them achieve in world of work and lasting employment/career development.
- Experience of liaising with employers to arrange interviews and getting feedback.
- Identifying skills and qualities in job seekers to match to appropriate vacancies.
- Excellent time management and organisational skills.
- Strong ability to maintain accurate records and meet regular reporting deadlines.
- Self-motivation; organisational skills and networking skills.

Desirable:

- At least Level 4 QCF Level 4/SCQF 8/7 Careers information, advice and guidance qualification. Ideally QCF Level 6+/SCQF Level 11/ICCI or willingness to undertake training.

Terms and Conditions:

Some evening and weekend working may occasionally be required.
Job-share and/or flexible working hours will be considered.

Location: Working in various locations across Epsom & Ewell District, Surrey and virtually.