

Job Description

Advice & Support Officer for Employability

Job title: Advice & Support Officer for Employability

Reporting to: Senior Advice & Support Officer for Employability

Purpose of role:

To deliver advice, support and information for care experienced young people towards vocational learning and employment opportunities, including apprenticeships. This will include providing relevant information and advice to young people and their supporting adults, delivering intensive 1-to-1 support to young people, delivering employability workshops, contributing to written information and resources on our [Propel into Work](#) webpages, and providing emotional and wellbeing support throughout. Whilst this role will support care experienced young people in different parts of England, they will have particular visibility in Manchester and Greater Manchester, through attending events, some in-person delivery, connecting with local organisations, and engaging with volunteers from local corporate partners.

Salary: £32,000 (£19,200 pro-rata)

Hours: 21 hours p/w (part time and flexible working arrangements considered)

Pension: 5% employer contribution

Leave: 28 days per annum – 16.8 days pro-rata (*for part time roles*)

Location: We are currently hybrid working: our team is largely home-based with some in-person attendance and meetings expected at our central hot-desking location in Old Street, London. In addition, we envisage significant direct work, workshop delivery and engagement with external partners to take place within Manchester and Greater Manchester, so ability to travel easily and frequently to this region is required.

About Become and the Advice & Support Officer for Employability

Become, the national charity for children in care and young care leavers, is here to make a difference to individual lives right now, and the care system as a whole for future generations. We believe that young people who've experienced care should have the same chances as everyone else to live happy, fulfilled lives. We put young people at the heart of everything we

do – helping them to be powerful agents of positive change in their own lives, in the care system and in society.

Now is a critical time to join Become with rising numbers of children in care and the need for our support greater than ever before.

We have ambitious plans for the future to reach more children and young people to help them to believe in themselves and shape the future they want and to tackle the structural and systemic issues holding young people back.

We have programmes of work that really make a difference, a welcoming and collaborative culture and a growing group of expert staff passionately committed to improving outcomes for children in care and young care leavers.

We are looking for an ambitious and experienced practitioner with the skill and passion to support young people towards their employment goals, enabling us to support more young people through our new Propel into Work service.

As an organisation serving children in care and care leavers, we are keen to receive applications from people with experience of care and recognise the importance of having care experienced staff within our team. We are also actively seeking to bring diversity of perspectives and experience, and especially welcome applications from people with disabilities, from Black, Asian, Minoritised Ethnic backgrounds and LGBTQ communities.

Become is committed to tackling systemic racism and providing an inclusive, equitable workplace. We recognise that embedding equity, diversity and inclusion principles is an ongoing journey and one which we are determined to invest in.

At Become we strive to embed our core values into all aspects of our work;

Honesty- We represent the experiences of children in care and young care leavers with honesty and integrity, and act in their best interests.

Respect - We listen to care-experienced people, and we work in partnership with them to improve the experience of being in care and life after care.

Kindness - We care about the young people we work with, and we help the care system to be more like a good parent. We look after ourselves and after each other so we can be our best for young people.

Empowerment - We help children and young care leavers to be powerful agents of positive change in their own lives, in the care system and in society.

Optimism - We are angry about the times when the care system and society let young people down, but ambitious, determined, and optimistic about our ability to make things better.

Job Overview

Key responsibilities:

- Work closely with the Senior Advice & Support Officer for Employability, so that our Propel into Work support remains a quality and consistent offer for young people.
- Provide short-term advice for young people seeking vocational opportunities, and their supporting adults, as part of a growing Propel into Work team.
- Provide intensive 1-to-1 support to young people towards their employment or vocational goals.
- Deliver Employability Workshops to groups of care experienced young people that develop their skills, knowledge and confidence to progress their journey to work.
- Contribute to written information and resources on our [Propel into Work](#) webpages.
- Attend events and represent Propel into Work and Become, including at job fairs, care leavers events and conferences.
- In-person direct work / delivery with young people and partnership working with voluntary and public sector organisations in Manchester and Greater Manchester, involving frequent travel in this region.
- Work with volunteers from corporate partners to support young people accessing support through Propel into Work, particularly volunteers based in Manchester and Greater Manchester.
- Follow Become's Safeguarding Policy and organisational policies and procedures.
- Recording activity, reach and outcomes on our database and for a variety of audiences.
- Undertake training, meetings and supervision, contribute positively to the wider team.
- Undertake occasional evening and weekend work as required.
- Any other duties that may be reasonably required.
- Occasional responding to queries through our Care Advice Line to cover annual leave.
- Embed Equity, Diversity, and Inclusion principles into your work practices

Who you are

Personal Qualities

- Excellent at building rapport and relationships with young people.
- Collaborative approach to team working.

- Committed to empowering young people and ensuring all communications place care-experienced young people at the heart.
- Committed to Become's cause, vision and values.
- Commitment to Equity, Diversity and Inclusion and interest in contributing to a culture with these values at its heart.

Knowledge, experience, and skills

- Understanding of key issues care experienced young people face progressing into work.
- Understanding of vocational opportunities and progression routes for care experienced young people.
- Experience of working with care experienced young people.
- Experience of working within an employment support role (supporting young people into work or apprenticeships).
- Experience of working with organisations and employers to support young people's access to vocational opportunities.
- Able to facilitate group workshops for young people.
- Able to communicate effectively with young people, professionals and caregivers.
- Excellent time and project management skills to manage different work strands.
- Excellent IT skills – including able to use or demonstrably able to learn databases, Word, Excel and PowerPoint.
- Excellent attention to detail.
- Ability to work independently and as part of a team.
- Understanding of safeguarding principles and practice.