

Specialist Employment Consultant

JOB DESCRIPTION

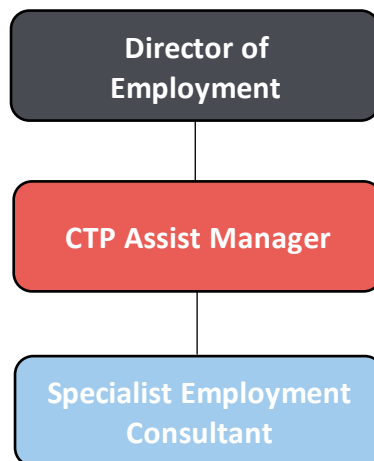
Location: Based at MOD Personnel Recovery Unit (PRU) with some hybrid working, and travel within the region to visit clients (when required)

Work pattern: 21 hours/week, actual working days to be decided with the line manager

Responsible for: n/a

Interaction with: Directors, Managers, and Staff at FEC as well as stakeholders, clients, etc

Reporting line:



Role (Brief overview): The Specialist Employment Consultant will facilitate and co-ordinate employment case-working support for CTP (Assist) SLs and Veterans up to 2 years post-discharge in order that they find appropriate and sustainable civilian employment or other appropriate vocational outcomes.

Principal Responsibilities:

- Deliver specialist vocational case-working support to allocated CTP (Assist) clients in order that they achieve their Preferred Vocational Outcomes (PVOs).
- Provide effective CTP (Assist) case working support using the CTP (Assist) Work instructions and database.
- As a member of the PRU's CTP (Assist) casework handling team, work with relevant MoD staff to deliver the employment aspects of CTP (Assist) Individual Recovery Plans (IRPs).

- Act as the CTP (Assist) Subject Matter Expert (SME) to MoD staff, PRU and local units.
- Provide career, employment advice and guidance to allocated CTP (Assist) clients in accordance with their IRPs and Vocational Assessment (VA) provided under CTP.
- Coordinate CTP (Assist) client access to training opportunities, supporting their applications for additional training grants as necessary.
- Identify and source suitable Personnel on Recovery Duty (PRD) specific work based training and work experience opportunities within the geographical area in accordance with their IRPs.
- Ensure all CTP (Assist) employment, training and vocational opportunities sourced are fed into the affiliated Regional Account Manager (RAM), thus ensuring a joined-up and integrated CTP employer engagement approach.
- (If required) Delivery/Facilitation of SEC components of Recovery Transition Workshop courses and support CTW+/CRE courses as requested at one of the four Personnel Recovery Centre's (PRC's).
- Identify and subsequently engage with Training and Adult Education providers to identify opportunities that meet clients' requirements in accordance with IRPs.
- As required, provide in-work support to ensure client vocational outcomes are sustainable.
- Monitor successful employment placement success for CTP (Assist) clients as a key component of overall outcomes.
- When required and appropriate, work closely with regional teams such as:
 - CTP Regional Resettlement Centre (RRC) & Career Consultants (CCs)/CTP regional team
 - Future Horizon Employment Advisor (s)
 - FEC Ex-Forces Employment Advisors (Veterans)
 - FEC regional team
- Maintain accuracy and integrity in all interactions with the CTP CRM, BMS, Job site, and the CTP website and tools, ensuring timely recording of all client and employer engagement activity.
- Co-ordinate employment and vocational aspects of the recovery process with other supporting military charities.
- Attend Multi-Disciplinary Team (MDT) meetings and work with wider organisations in order to support the PRD you are working with (when required).

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PERSONAL SPECIFICATION

Essential Competencies:

- Strong ability to collaborate effectively with both internal and external stakeholders, fostering positive relationships across all levels.
- Evidenced ability to provide effective case-working support to vulnerable adults to achieve agreed aims.
- A desire to achieve through self-motivation and initiative, with an ability to exercise judgement and discretion.
- Full, valid driving license and access to a personal vehicle.
- The ability to deliver briefings and, with further training, support and facilitation to wider employment support activities.
- Administrative skills and highly organised with excellent IT proficiency, including experience using Microsoft Suite, Outlook and CRM.
- Proactive and supportive team player who contributes to a diverse and dedicated team.
- Self-motivated with the ability to work independently while also engaging with the team as needed.
- Confident and outgoing personality, with excellent communication, interpersonal, and influencing skills, enabling effective interaction at all levels whilst maintaining complete confidentiality.

Desirable Competencies:

- Deep empathy and understanding of ex-forces personnel, including the challenges they may face in finding appropriate and sustainable employment, particularly vulnerable or disadvantaged individuals.
- A good understanding of the employment market, including recruitment, welfare-to-work provision, work-based learning, and vocational training.
- NVQ L4 in Advice, Information and Guidance
- Resilient and adaptable, capable of managing the demands of the role with a proactive and responsible approach.

Security Clearance

- The successful candidates will be required to undergo an Enhanced Disclosure & Barring Service (EDBS) check as well as a MOD Security Clearance.