

**CRANHILL DEVELOPMENT TRUST**

**JOB DESCRIPTION:** EMPLOYABILITY ADVISOR

**Job Title:** Employability Advisor (35 hours) per week Monday - Friday, 9am - 5pm (flexible working and some evening and weekend working will be required on a rotational basis as agreed with management)

**Responsible to:** Projects Manager

**Responsible for:** Delivery of Employability Services

**Remuneration:** £26,000plus 5% Pension contribution

**Fixed Term:** This post is fixed term until 31/3/2022 subject to funding

Cranhill Development Trust offers a wide range of services that have been designed to promote and develop the wellbeing of residents by addressing health related issues; addressing poverty and deprivation; and issues of social exclusion. The services delivered include employability services, social integration activities; personal development; health improvement; and information and advice services.

The work of the Trust is based on a holistic and person-centred approach that is responsive to individual needs. Local people can access a range of services and support that are tailored to individual requirements. All the services and activities provided are underpinned by a volunteering strategy and we actively involve volunteers in all aspects of our work. All staff employed at CDT will have an active role in working alongside volunteers.

We are looking for a highly motivated and experienced individual who can motivate and inspire others to achieve their full potential through a range of interventions.

**MAIN PURPOSE OF THE JOB**

The purpose of this role is to provide an effective and holistic employability service to local people focusing on end-to-end employability support. The role will focus on supporting the achievement of key outcomes in relation to.

* Increased skills and confidence (digital participation and lifelong learning)
* Improved employability chances
* Increased financial literacy
* Reduced numbers of people unemployed
* Increased sustainability in education and employment

**Main duties and responsibilities:**

* Caseload management for employability services
* Devise and manage a detailed work plan
* Employability outreach work
* Support and develop digital work club volunteers
* Provide weekly information sessions for new referrals to CDT
* Update and maintain database, provide monthly performance reports, statistics, case studies and capture regular customer feedback
* Provide one-to-one support, mentoring and advocacy to clients requiring intensive programme support
* Ensure holistic approach to service delivery and support activities, including removal of barriers to progression
* Identify and assess the needs of individuals on the CDT Employability support project
* Provide initial financial advice to individuals and signpost to appropriate services to address needs
* Refer to in house training, learning, and volunteering programme when appropriate
* Signposting individuals to external provision when appropriate
* Engage with employers and training providers to maximise opportunities for local people
* Support individuals to sustain employment/education through providing aftercare support
* Work closely with local partners and organisations to ensure continuous referrals to and from the project
* Manage and develop new and existing relationships with partners and other stakeholders
* Support the monitoring, evaluation, and development of the project

**The post holder should also demonstrate knowledge of, or interest in:**

* The ethos of the voluntary sector and potential income sources.
* Equal opportunities, use of language in its promotion, and its implications in the work of the organisation.

PERSON SPECIFICATION – EMPLOYABILITY ADVISOR

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| EMPLOYABILITY ADVISOR | ESSENTIAL | DESIRABLE |
| **EXPERIENCE** | * Experienced of working within the employability and welfare sector * Experience working with long term unemployed people with multiple barriers to employment * Experience of providing end-to-end employability support * Experience of managing a diverse client caseload and providing intensive programme support * Experience of developing and delivering group work sessions * Experienced of providing initial financial advice to clients and signposting * Experience of working with a wide range of partners, managing, and developing relationships that support project development * Experience of working to and consistently achieving targets * Experience of working with volunteers * Experience in liaison with a variety of organisations | Careers Guidance, Community Development, or Social Care qualification at HE or equivalent level |
| **SKILLS AND ATTRIBUTES** | * Ability to self manage, plan, organise and prioritise own workload whilst working independently with minimal supervision * Caseload management skills * Excellent communication skills (written and verbal) * Networking and Relationship Management skills * Report writing skills * Ability to handle sensitive information in a confidential manner * Ability to meet strict deadlines and work under pressure whilst delivering accurate information * Keen analytical skills * Ability to develop, monitor and maintain accurate records * Excellent IT skills * Ability to present to people from various backgrounds | Understanding of the value of social policy work |
| **VALUES** | * Commitment to team working * Commitment to voluntarism * An understanding and commitment to the aims, principles, and policies of CDT |  |
| **KNOWLEDGE** | * Knowledge of recruiting methods * Knowledge and understanding of Employability programmes * Knowledge and understanding of Welfare Reform and benefits system * Knowledge of the Data Protection Act 1998 and principles * Equal opportunities | Understanding of the complex needs of local communities  The ethos of the voluntary sector and income sources |

**Although not essential, it would be desirable to have a driving license and access to own transport for this role.**