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|  | Glasgow Council on Alcohol 14 North Claremont Street,  Glasgow G3 7LE  0141 353 1800 |  |

**JOB DESCRIPTION**

**JOB TITLE:** **Young Person's Employment Advisor**

**JOB GRADE/SALARY:** £24,750 (Salary scale £24,750 - £27,500)

**HOURS:** 35 hours over 7 days (Fixed Term till end March 2022)

(Flexible working, part-time hours, or job-sharing arrangements will be considered for the right candidate)

**LOCATION:** Citywide but based within the GCA office in North Claremont Street, Glasgow

**PROFILE:**

Young Person Recovery Service is based within the Elevate Team. It will provide diversionary work and to promote recovery for young people where drugs and alcohol have been a risk for them and promote pathways to employment, provide training, education and volunteering opportunities. Young Person Recovery Service will support individuals to achieve positive destinations.

This project is led by Glasgow Health & Social Care Partnership (GHSCP), National Health Service Greater Glasgow & Clyde (NHSGG&C) and Glasgow Alcohol and Drug Partnership (ADP), and delivered by GCA through Elevate.

**MAIN FUNCTION / RESPONSIBILITY:**

The Young Person's Employment Advisor will prepare young people (16-24 year olds) where drugs and alcohol have been a risk for them, for work and support them through the job search, application and interview process; providing them with skills, motivation, and confidence to move into suitable sustainable employment.

**REPORTING RELATIONSHIPS:**

The Young Person's Employment Advisor reports to the Employability Team Leader. They will be working with our Elevate Team based at Glasgow Council on Alcohol (GCA).

**MAIN DUTIES/RESPONSIBILITY:**

The perfect candidate for the Young Person's Employment Advisor role will:

* Be friendly, compassionate and naturally able to build relationships with individuals both in person and virtually
* Deliver performance targets for supporting young people who are in recovery to sustain their employment
* Provide personalised support assisting participants who are in recovery to find and sustain in work
* Provide information as well as advice and guidance on the job search, application and interview process
* Provide support through a variety of activities including regular telephone contact, face to face meetings, virtual mediums, mentoring, job coaching and group activity both in person and on line
* Assisting participants in their search for employment which match participants’ skills, experience and aspirations
* Deliver Job Clubs and employability training sessions
* Formulating action plans to assist participants to remove barriers to achieve their employment goals
* Providing quality support services to participants through effective planning, monitoring, evaluation and review of their requirements in partnership with them
* To form productive working relationships as part of the multi-disciplinary team, namely GHSCP YP Team, external agencies and professionals, existing and new, to ensure that participants have access to a wide range of recovery and community resources
* Complete paperwork and promptly update the database on all interactions with participants as well as recording outcomes and progressions.
* Deliver performance targets for supporting people
* Meeting contractual compliance
* To prioritise workload to ensure a high quality, person-centred service to all participants
* To adhere to the implementation of risk management procedures (including child and adult safeguarding protocols) taking personal responsibility for keeping up to date on the requirements of these procedures
* Carry out other duties in line with organisational requirements

**PERSON SPECIFICATION**

(E = *Essential* D = *Desirable*)

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| **QUALIFICATIONS** |  |
| * Postgrad or SVQ Advice and Guidance or equivalent qualification * Min 2 years recent equivalent/relevant experience | D E |
| **SKILLS** |  |
| * Excellent verbal communication skills * Time management skills * Effective organisational and planning skills * Ability to build good relationships * Providing support virtually to clients * Ability to work on own initiative and remotely from line management * An in-depth understanding and knowledge of the harmful effects associated with   substance misuse in relation to health, social welfare, housing, employability and relationships. | E  E  E  E  E  E  E |
| **EXPERIENCE OF** |  |
| * Previous similar employability role * Experience of working in a high performance, high pressure and target driven environment * Proven experience supporting people with drug and/or alcohol use * Demonstrable working knowledge and understanding of the impact of drugs and/or alcohol on individuals, families and their communities * Working with young people * Experience of monitoring evaluating and reviewing personal action plans * Proven track record of supporting people into find sustainable employment * Proven ability to manage and support client caseloads and achieve targets for employment progression * Good understanding of the local labour market * Detailed knowledge and understanding of the issues faced by those in recovery in the job market * Experience of delivering Job Clubs * Experience of supporting people to do CVs, application forms, job search, interview preparation, mock interviews and telephone interviews * Experience of delivering employability training to groups * Safeguarding issues | E E  D E  E  E  E  E  E  E  E  E  E  E |
| **KNOWLEDGE OF** |  |
| * I.T/Computer skills * Microsoft Office * Zoom & Microsoft Teams | E E  E |
| **PERSONAL ATTRIBUTES** |  |
| * Empathetic * Honest * Flexible & Adaptable * Compassionate * Team Player * Non-judgmental approach | E E E E E  E |
| **OTHER** |  |
| * Ability to travel citywide * Driving license and access to own vehicle * Ability to work evenings and weekends as required | E  D  E |