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|  | Glasgow Council on Alcohol14 North Claremont Street,Glasgow G3 7LE0141 353 1800 |  |

**JOB DESCRIPTION**

**JOB TITLE:** **Employment Advisor**

**JOB GRADE/SALARY:** £24,750 to £27,500 per annum (pro rata)

**HOURS:** 35 hours over 5 days (Fixed Term till end March 2023)

(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:**

Elevate Partnership aim is to improve the employability opportunities for people in recovery from alcohol and substance misuse. This is achieved through partner agencies’ commitment to collaboration and innovation in the delivery of support services for the Recovery Employability Service. Glasgow Council on Alcohol are the Lead Partner for the partnership.

Elevate Partnership aims to find person-centred approaches to individuals needs in their journey to sustainable employment where the partnership tailors itself around the individuals’ need and aspirations.

**MAIN FUNCTION / RESPONSIBILITY:**

The Employment Advisor will prepare participants 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 Employment Advisor reports to the Employability Team Leader. They will be working with our Elevate Project Team based at Glasgow Council on Alcohol (GCA).

 **MAIN DUTIES/RESPONSIBILITY:**

The perfect candidate for the 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 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
* Meeting contractual compliance
* Promote the unique, person centred ethos of the Elevate Partnership
* 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
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| **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
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| **EXPERIENCE OF** |  |
| * Previous similar employability role
* Experience of working in a high performance, high pressure and target driven environment
* Working with individuals in a recovery/substance misuse setting
* 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
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| **KNOWLEDGE OF** |  |
| * I.T/Computer skills
* Microsoft Office
* Zoom & Microsoft Teams
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| **PERSONAL ATTRIBUTES** |  |
| * Empathetic
* Honest
* Flexible & Adaptable
* Compassionate & Non-judgmental approach
* Team Player
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| **OTHER**  |  |
| * Ability to travel citywide
* Driving license and access to own vehicle
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