

## Job Description - Employment Adviser

### Purpose of the post

To deliver a tailored package of support for project participants to help them move forward on their journey to employment or training

Responsible to – Chief Executive

### Essential duties and responsibilities specific to the post

1. Provide career counselling and work with clients to secure employment or training
2. Provide advice and guidance regarding choices of employment
3. Assist with the preparation of CV's and application forms, help with job hunting and interview rehearsal
4. Refer clients to partners for additional services
5. Complete all documentation as required
6. To provide in work support
7. To liaise with employers to identify employment opportunities
8. To ensure that Information Security is maintained at all times

### General Duties and Responsibilities

1. Maintain appropriate work records in accordance with project and agency requirements
2. Complete all documentation as required
3. Provide cover for other staff, both development and administrative, as appropriate
4. Work to quality standards current in the Agency
5. Undertake any other work which the project Leader may require in keeping with the general purposes of the job
6. To comply with all agency policies and procedures



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### Person Specification

#### A. Essential Requirements

1. Experience providing career counselling
2. Experience of working with clients that are furthest from the job market
3. Knowledge of training providers and support agencies
4. Excellent communication skills, both written and verbal
5. IT skills, including Microsoft Word and Excel
6. Proactive approach to work and experience working in a pressurised environment
7. To be able to give advice and where appropriate seek additional information
8. Knowledge and understanding of the barriers faced by jobseekers preventing them from accessing training and employment
9. Use of a car and willingness to work in venues across Coventry & Warwickshire
10. Base Line Security check to include enhanced DBS check

#### B. Desirable Requirement

1. NVQ II or equivalent in Advice and Guidance
2. Experience of working with clients that have Special Educational needs and disabilities
3. Knowledge of local labour market

