

Employment Adviser

Job Description

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

'This project is funded by the UK Government through the UK Shared Prosperity Fund.'

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 searching and interview rehearsal
4. To review and signpost clients to other organisations if they require further specialist guidance
5. Complete all documentation as required
6. To identify new opportunities for clients to gain work experience or volunteering opportunities
7. Deliver Employment workshops
8. To liaise with employers to identify employment opportunities
9. 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



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. An ability to manage a varied caseload
8. To be able to give advice and where appropriate seek additional information
9. Knowledge and understanding of the barriers faced by jobseekers preventing them from accessing training and employment
10. Use of a car and willingness to work in venues across Coventry & Warwickshire
11. Base Line Security check to include enhanced DBS check

B. Desirable Requirement

1. NVQ Level 2 or equivalent in Advice and Guidance
2. Knowledge of local labour market
3. Able to work flexible hours including occasional evenings and weekends

