

Purpose of the post

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

Responsible to – CEO

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

Duties and responsibilities specific to the post

The CEO will support the Trainee Employment adviser to achieve the following

1. Provide career counselling and work with clients to secure employment or training
2. Assist with the preparation of CV's and application forms, help with job searching and interview rehearsal
3. Refer clients to project partners for additional services
4. Complete all documentation as required by the project
5. To support the delivery of project workshops
6. 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. Provide cover for other staff, both development and administrative, as appropriate
3. Work to quality standards current in the Agency
4. Undertake any other work which the project Leader may require in keeping with the general purposes of the job
5. To comply with all agency policies and procedures



Person Specification

A. Essential Requirements

1. Excellent communication skills, both written and verbal
2. IT skills, including Microsoft Word and Excel
3. Proactive approach to work and experience working in a pressurised environment
4. To be able to give advice and where appropriate seek additional information
5. Knowledge and understanding of the barriers faced by jobseekers preventing them from accessing training and employment
6. Use of a car and willingness to work in venues across Coventry & Warwickshire
7. Willingness to undertake an enhanced DBS check
8. Willingness to undertake training to achieve an NVQ level 2 or equivalent in Advice and Guidance

B. Desirable Requirement

1. Able to work flexible hours including occasional evenings and weekends
2. Knowledge of local labour market

