

<b>Role title: Employment Advisor</b>		<b>No of direct reports: 0</b>	<b>Department: Olmec</b>
<b>Reports to: Employment Co-ordinator (Solid Foundations)</b>		<b>Created by: Bryn Parker</b> <b>Created on: 30/04/2013</b>	
<b>Role purpose:</b> Information, Advice and Guidance to support people into employment and training, development of relationships with employers and stakeholders			
<b>Key responsibilities:</b> Provision of one to one and group training and advice to support people into work, work placements and training. To recruit people onto the programme, broker relationships with employers source training opportunities, organised engagement events with support from the Olmec team.			
<b>Title and definition:</b>		<b>Typical success measures:</b>	
<b>1</b>	To secure employment, for Solid Foundations programme beneficiaries	<ul style="list-style-type: none"> <li>• Key Performance Indicators (KPI) to measure target for people supported into work</li> <li>• Evaluation from programme beneficiaries</li> </ul>	
<b>2</b>	Register eligible candidates for employment opportunities and complete all relevant contractual paperwork.	<ul style="list-style-type: none"> <li>• KPI to register people onto the Solid Foundations programme</li> </ul>	
<b>3</b>	Provision of One to One IAG employment training and support <ul style="list-style-type: none"> <li>• Carry out screening activities on candidates and match to suitable job opportunities.</li> <li>• Develop relationships with candidates ensuring they are given support and guidance as required, recording activities in the candidate/beneficiary file.</li> <li>• Deliver on a one to one/group basis employment preparation workshops.</li> <li>• Provide constructive feedback to candidates regarding job outcomes.</li> <li>• Brief and prepare successful candidates on job start procedures and deliver post-employment support services</li> </ul>	<ul style="list-style-type: none"> <li>• Key Performance Indicators (KPI) to measure target for one to one sessions</li> <li>• Evaluation from beneficiaries of the services</li> <li>• Evaluation and feedback from customers, clients and employers</li> </ul>	

4	<p>Ensuring beneficiary (candidate) engagement with the programme</p>	<ul style="list-style-type: none"> <li>• KPI measuring people registered onto the service</li> <li>• Target numbers for community outreach campaigns</li> <li>• Target KPI numbers for attendance or engagement at community venues/events and job fairs.</li> </ul>
5	<p>Appropriate and effective referral networks and contacts established across sectors to ensure that Beneficiaries linked into employers, support agencies and training providers. Build, develop and manage relationships with employers and employment agencies.</p>	<ul style="list-style-type: none"> <li>• KPIS monitoring an effective referral network of specialist and training and employment support services.</li> <li>• KPIS monitoring employers</li> </ul>
6	<p>Develop and keep under review effective systems, policies and procedures.</p> <ul style="list-style-type: none"> <li>• To maintain and keep under review all process documents used.</li> <li>• Develop key documents as required to monitor and support candidates</li> <li>• Develop and maintain effective information systems including maintaining candidate databases.</li> <li>• Produce regular reports on work as required for internal and external stakeholders</li> <li>• All documents required for the programme's delivery developed and regularly updated</li> <li>• All information systems in place including systems to measure performance, monitor beneficiary take up and feedback</li> <li>• All reports produced in time and to a high quality for stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring and evaluated through KPI's, at team meetings and through line management</li> </ul>
7	<p>Other duties.</p> <ul style="list-style-type: none"> <li>• Attend networking meetings as and when required.</li> <li>• Any other reasonable duties as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluated through KPIs and line management</li> </ul>

	<ul style="list-style-type: none"> <li>• To adhere to the company quality standards and comply with all administration of contracts.</li> <li>• To maintain personal development plans and training as required.</li> </ul>	
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<b>Person Specification</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Grades C or above in English and Maths GCSE (or equivalent)</li> <li>• NVQ Level 3 in IAG (or equivalent)</li> <li>• Proven experience of working with employers and employment agencies</li> <li>• Proven experience of working with the community and voluntary sector</li> <li>• Proven experience of delivering advice and support for those seeking employment</li> <li>• Proven experience of delivering group training on employability skills to those seeking employment</li> <li>• Proven experience of securing job outcomes for hard to reach groups</li> <li>• Proven experience of overcoming employment barriers</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to a Degree level</li> <li>• NVQ Level 4 (or equivalent)</li> <li>• PTLLS (Preparing to Teach in the Lifelong Learning Sector)</li> <li>• Community development and engagement experience</li> <li>• Equality, diversity and human rights experiences</li> </ul>

<b>Knowledge and Skills</b>	<ul style="list-style-type: none"><li>• Excellent customer care and interpersonal skills</li><li>• Ability to liaise at different levels within an organisation</li><li>• Good negotiation skills</li><li>• Excellent oral communication skills</li><li>• Ability to write reports, articles and publicity material to an appropriate standard for a range of audiences including the Board, funders etc</li><li>• Ability to organise events</li><li>• Proven ability to manage and prioritise work-load and work to deadlines</li><li>• Excellent organisational skills and ability to set up and maintain data management systems</li><li>• Ability to use main Office packages and Excel spreadsheets</li><li>• Experience of working with people facing social exclusion and facing barriers to training and the workplace</li><li>• Strong understanding of race equality and diversity</li></ul>	
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