



# Candidate Pack

## Employment Advisor

[www.groundwork.org.uk](http://www.groundwork.org.uk)



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# Who are we?

Our vision at Groundwork is of a society of sustainable communities which are vibrant, healthy and safe, which respect the local and global environment, and where individuals and enterprise prosper.

Our mission is to inspire people and deliver positive sustainable change in places of need across the North East and Cumbria. We're passionate about creating a future where every neighbourhood is vibrant and green, every community is strong and able to shape its own destiny and no-one is held back by their background or circumstances.

We work across the North East and Cumbria helping communities find practical sustainable solutions to the challenges they face. We provide training and create jobs, reduce energy and waste, reconnect people with nature and transform whole neighbourhoods. We are passionate about changing places and lives for the better. With over 200 staff across the region, and over 30 years' experience, we are always keen to hear from people with the drive and determination to make a difference and have lots of ways you can get involved. Many of our senior managers and executive team began their careers as volunteers or entry level project staff. By providing a range of training and continuous professional development opportunities at the local, regional and national level we are able to recruit and retain the very best.

Each year Groundwork makes an incredible difference to communities across the North East and Cumbria. We work on hundreds of individual projects each year, supporting disadvantaged communities but what's most important is how we change people's lives. Our local programmes and services are tailored to the needs of partners and communities in each locality. When all that local activity is added together, it becomes a major force for regional change.

We want you to be yourself at Groundwork and value everything that makes you unique. We recognise and celebrate people's differences and together we make Groundwork a great place to work. Groundwork are committed to safeguarding and protecting the welfare of children, young people and vulnerable adults, and expect all staff and volunteers to share this commitment.





# What are we looking for?

We are looking for a highly organised, enthusiastic individual to join our Restart programme within the role of Employment Advisor. In this pivotal role, managing a caseload of unemployed participants and provide them with 1:1 support, helping them overcome barriers to employment and training.

We are seeking someone to be responsible for comprehensive assessment and action planning of participants to assess motivation, and barriers to employment. Working closely with participants, Employment Advisors will be responsible for supporting them through every stage of their journey, addressing barriers preventing engagement and introducing activities to support progression, and moving them into sustainable paid employment.

Restart promotes a great importance to social, environmental and financial sustainability. It is therefore the responsibility of all members of staff working on the programme to ensure resources are used efficiently with minimum wastage throughout their daily activities.

Like us, you will love Cumbria and want it to thrive. You will be keen to learn and work part of a team and be enthusiastic for the work of local charities and the role of giving to benefit communities



## What difference will you make in the role?

- Along with all Groundwork employees you will be committed to our purpose, values and mission
- Meet agreed performance targets
- Present a professional image of Restart at all times
- Work with Stakeholders and Employers to promote Restart
- Support participants to access resources and services to increase their employability to help them achieve their goals
- Integrate, share knowledge and spread best practice with other Employment Advisors, staff and partners with the Restart programme
- Maintain participant confidentiality at all time
- Be prepared to work creatively and flexibly, which may occasionally include evening and weekend work
- Work as part of a team, attend team meetings and participate in staff training and development



# Who will you be working for and with?

You will report to our Project Manager who is responsible for the Management of a Team of Employment Advisors, Assistant Performance Lead and Administrator

Groundwork is an organisation where everyone works together, works hard and takes collective responsibility and strives to make a difference to our local communities. As part of our Restart Programme, Employment & Skills team your role to supporting growth and sustainability of our business is key.

You will work with other Employment Advisors, local delivery teams across a range of specialisms; local communities, education, health and wellbeing, energy and waste reduction environmental enhancement and landscape improvement.

You will coordinate with external partners and funders such as corporate or statutory bodies e.g. local authority or government, and also not-for-profit/voluntary bodies



## What will your duties and responsibilities be?

- » Undertake participant eligibility check of all participants
- » Carry out comprehensive initial assessment with all participants
- » Develop with participants an action plan with clear goals, identified barriers and measures to overcome these barriers
- » Regularly review the progress of participants using the API Assessment Tools or a similar model
- » Manage a participant caseload and review ongoing progress, liaising closely with the full range of specialist partners as appropriate
- » Work in partnership and carry out joint key working in order to achieve improved outcomes for participants
- » Provide Information, Advice and Guidance and support participants with job search, application / CV writing and appropriate mock interviews
- » Work with participants to address barriers towards engagement, referring in to specialist partners where required
- » Promote volunteering opportunities, through partners, as a stepping stone to employment and training.
- » Identify appropriate employment and training opportunities for designated participants
- » Promote participants to employers and assist in the placement of participants into jobs
- » Promote participants to colleges and training providers and assist in the placement of participants into further education and training
- » Provide ongoing support to participants once they have been placed into employment to ensure sustainability





# What skills and experience do you need to apply?



## ESSENTIAL:

- Good standard of education to GCSE equivalent, particularly in English and Mathematics
- Information, Advice & Guidance or Employment Related Services Level 2 or above, or be willing to work towards
- Successfully working with jobseekers and employers in an employment programme setting
- Working with a variety of partners to provide tailor made solutions to meet participant requirements
- Working to and meeting industry and internal service level standards

- A sound understanding of the employability agenda
- Good verbal and communication skills
- Strong attention to detail, maintaining high standards of quality and accuracy
- Strong IT skills including Microsoft Office Suite
- A flexible and positive approach to work
- A full driving licence

## DESIRABLE:

- A recognised training qualification to support delivery to participants
- Knowledge of the Carlisle area and local voluntary sector support services



***Appointment to this post is subject to an enhanced disclosure endorsed by the Disclosure and Barring Service.***

## What will we offer you...

- A competitive salary, currently starting at £22,000 per annum
- 37 hour working week (part time or job share negotiable)
- Excellent holiday entitlement of 25 days rising to 27 days per annum, plus public holidays
- Family friendly policies to support work/life balance and time off in lieu for out of hours activities
- Business travel expenses.
- Better health at work activities
- Access to a Cycle To Work
- A commitment to equality, diversity and inclusion which ensures everyone can make best use of their skills, free from discrimination or harassment
- Staff life insurance scheme
- Friendly, team environment where we support each other to achieve



# Want to Apply?



Great, all you need to do is complete the application pack available on our website, located here:

<https://www.groundwork.org.uk/about-groundwork/careers-across-groundwork/>

**All completed applications should be sent to:**

*(In current circumstances, can we ask that you please return applications via email if possible)*

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