**Groundwork London Job Description**

Job Title: Employment Advisor – DWP contracts (full Time or part time considered)

Responsible to: Employment Programme Manager

Location: Groundwork London offices, premises and project sites across London Boroughs

# Job Background:

TheEmployment Advisor provides the vital link between workless residents and the work and training opportunities available to them through Groundwork London’s Employment, Skills and Training programmes. Working on the Adults programme funded by the DWP, the participant caseload will be 50 + year olds who are not in Education, Employment for Training.

# Main Objectives:

* Encourage workless individuals who may face multiple barriers or lack motivation, to develop their confidence and belief in the benefits of a working life, and in further education and training.
* Assist individuals to gain entry into sustainable employment, by delivering Groundwork London employment contracts and training programmes.

# Key Tasks & Responsibilities:

* Independently source and secure employment opportunities with a range of employers and to actively broker clients into these roles. This role will include securing Employer relationships and developing an Employer portfolio through successful business development.
* Engage unemployed clients in Groundwork’s employment programme so they achieve their potential. Essential to achieving this aim, this role will:
	+ Establishing positive relationships with referral bodies such as JCP and RSL’s.
	+ Writing and submitting opportunity numbers.
	+ To attend community events, open days, jobs fairs etc. with a view to meeting and engaging those attending to register; and work with them to identify suitable training and employment opportunities.
* Discuss and agree individual development plans with clients, and monitor client progress against these plans
* Use skills assessment tools; computer aided guidance packages and psychometric assessments as required.
* Provide tailored information, advice and guidance to clients in structured group situations and in one to one interviews.
* Organise and deliver accredited and unaccredited group sessions on all aspects of employability, including personal development and qualifications.
* Support clients through each stage of the client journey through individual meetings, phone calls and other means of support.
* Work with individuals on CV writing, interview skills, applications and job search techniques; building the capacity of each individual client to lead their own employment search plan and to develop the skills for individual job search
* Support individuals to overcome barriers to employment including support for childcare issues, benefits issues, lack of confidence and lack of information about job opportunities and available in-work benefits.
* Work with partner organisations including training providers and job brokerage agencies to ensure individual pathways are supported by a full package of services and lead to the development of skills, motivation and eventual employment.
* Track clients’ progress throughout the life of the project and provide follow up information about their destinations.
* Provide data and monitoring reports to Groundwork London’s programmes leads as well as the project’s funders and partners, in a timely manner, so the Trust meets its obligations in line with the KPIs and monitoring schedule.
* Maintain accurate, auditable records of interaction with clients, including both qualitative and quantitative data in the form of paper based and online/electronic data management systems.

# Other Responsibilities

* Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of the Trust, as may reasonably be requested by the Manager.
* Work with due regard for Groundwork’s core values and objectives.
* Ensure the effective implementation of and adherence to, the Trust’s policies and embed this within daily tasks and activities reflecting the ethos of Diversity, Equality and Inclusion, Anti-harassment and Health and Safety policies and procedures.
* Actively support in your daily operations and duties Groundwork London’s Environmental Management System, being aware of the impact on the trust’s carbon foot print and minimise energy usage and other wastage in carrying out this role.

# Personal and Professional Development

* Participate in the Groundwork London Performance Management and Appraisal process, and agree short, medium and long term goals with line manager, and with direct line staff.
* Identify learning and development needs with line manager and evaluate T&D to demonstrate needs have been met.
* Share best practice and achievements, and actively seek opportunities to present outcomes and case studies.
* Contribute to the learning of others across the organisation by sharing knowledge and skills both informally and formally by participating in the trust’s training and development programme.

**April 25 1256/EAWM**

**Person Specification – Employment Advisor – DWP contracts**

**Note to Applicant:** When completing your application form, you should demonstrate/evidence of your experience, knowledge, skills & education in your application based on these criteria for the post. The grid also show at which stage of application and interview these are scored.

| **Criteria** | **Essential or Desirable** | **Application form** | **Interview** | **Task or****Portfolio** | **Certificates or Qualifications** |
| --- | --- | --- | --- | --- | --- |
| 1 | A level 3 or 4 NVQ qualification in Information, Advice and Guidance, or equivalent. A PTLLS or DTLLS qualification in teaching to adults is also desirable | **D** | **✓** |  |  |  |
| 2 | Ability to provide support, advice and guidance in a range of settings and with different client groups  | **E** |  | **✓** |  |  |
| 3 | Ability to motivate and inspire people facing multiple barriers to training and employment through the delivery of quality IAG sessions and accredited qualifications | **E** |  | **✓** |  |  |
| 4 | Ability to work in a target driven environment | **E** | **✓** |  |  |  |
| 5 | Ability to assist clients in CV preparation and job interview skills. | **E** | **✓** |  |  | **✓** |
| 6 | Ability to undertake individual assessments and design action plans in collaboration with clients and to undertake delivery of core units of appropriate training courses. | **E** | **✓** |  |  | **✓** |
| 7 | Ability to use MS office Word, Excel, Internet and Email | **E** | **✓** |  |  | **✓** |
| 8 | Ability to keep accurate records including client development logs and the completion of funders’ and awarding bodies’ paperwork | **E** |  | **✓** |  |  |
| 9 | Ability to work as part of a team | **E** |  | **✓** |  |  |
| 10 | A willingness to be flexible in work patterns and to fulfil occasional evening and weekend duties  |  | **✓** |  |  |  |
| 11 | Ability to demonstrate an understanding and commitment to equal opportunities in practice.  | **E** |  | **✓** |  |  |

**Appointment to this role is subject to the appropriate level of records checking and may be subject to a basic records check or Enhanced Records check via the Disclosure and Barring Services based on the contract needs and eligibility criterion being met.**