



## Groundwork London Job Description

**Job Title:** Employment Advisor – Restart

**Responsible to:** Team Leader

**Location:** Primarily based in Hounslow, on Site and Groundwork London's offices and premises

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### Job Background:

The Employment Advisor provides the vital link between unemployed Hounslow residents and the work and training opportunities available to them through Groundwork London's Employment, Skills and Training programmes.

Working on the Restart programme the participant caseload will be aged 18 years and over, mid to long term unemployed or economically inactive clients.

### Main Objectives:

- Encourage 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:

- Engage unemployed clients in Groundwork's employment programme and to assist them in accessing employment and training. Including:
  - Establishing positive relationships with referral bodies such as JCP
  - Writing and submitting opportunity numbers.
  - Attending community events, open days, jobs fairs etc with a view to meeting and engaging residents and identifying employment opportunities.
- Discuss and agree individual development plans with clients, monitor progress against these plans
- Use skills assessment tools; computer aided guidance packages & 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 those individuals through each stage of the client journey through individual meetings, phone calls and other intensive forms 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 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 the project's managing bodies and partners, in line with the project's 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.
- 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.

### 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 Diversity, Equal Opportunities and Health and Safety policies and procedures.
- All Staff, the Board and Volunteers will actively support in their daily operations and duties Groundwork London's Environmental Management System (EMS) and carbon reduction plan

### 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.
- To play a proactive role in identifying 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.

**June 2026**

**ID: 201/1304**

## Person Specification – Employment Advisor – Restart

**Note to Applicant:** When completing your application form, you should demonstrate/evidence your experience, knowledge, skills and education in your application based on these criteria for the post. The grid also shows which stage of the application and interview process 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, provide support, advice and guidance in a range of settings and with different client groups	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	E	✓			
11	Commitment to Groundwork London's diversity, equality and inclusion in practice in the workplace and across communities	E		✓		

**Appointment to this role is subject to a check of current unspent convictions through the disclosure & barring Service.**