

Groundwork London Job Description

Job Title:	Senior Employment Advisor - Youth Jobs Guarantee
Responsible to:	Employment Programme Manager
Location:	Groundwork London offices as required

Job Background:

The Groundwork London Employment and Skills teams support unemployed Londoners to progress into work across the capital. Our teams of Employment Advisors and Trainers work with clients to identify their employment aspirations and overcome the barriers to securing those goals.

Groundwork has secured contracts to deliver the Youth Jobs Guarantee in Central and North London. Through the contracts, we will place and contribute to the wages of circa 1000 young people over the next 18 months. Your role will be to support YP's referred by JCP into the waged placements we secure for them, to support them throughout their 6-month placement and into sustainable employment.

Alongside your role as an EA, you will offer support and guidance to the wider team of EA's and In-work Support Advisors.

Main Objectives:

- To prepare unemployed young people for the subsidised vacancies secured through the Youth Jobs Guarantee.
- To support the young people throughout their six-month waged placement.
- To support them to secure long term employment following their placement.
- To support the EA's on a day-to-day basis with advice on higher need clients and with YJG processes and procedures.

Key Tasks & Responsibilities:

- On behalf of the programme, establish and maintain strong relationships with assigned job centres.
- On referral, Discuss and agree individual development plans and job aspirations with client.
- Working alongside / referring to specialist partners, undertake initial assessments to identify additional support needs.
- Work with individuals, alongside any group training to develop their CV writing, interview skills, applications and job search techniques and employability;
- Use the information and provision available through the programme to support individuals to overcome barriers to employment including childcare / caring responsibilities; mental health & wellbeing; benefits issues; ESOL; basic training; soft skills; information about job opportunities and available in-work benefits.
- Match participants with suitable jobs secured for the programme by the Employer Liaison team. When required, work with the Employer Liaison team to identify a new suitable opportunity,
- Support participant through application and selection process for job placements. Attending warm introductions and handovers where necessary.
- Whilst on placement, maximise participant sustainment by:
 - Maintaining contact with participant at the required frequency.
 - Proactively and reactively identifying and supporting the participant to overcome any barriers

to sustainment.

- Maintaining a good working relationship with the host employer to identify any issues affecting sustainment.
- Identifying and supporting access to any training that might be needed.
- In latter stages of placement, work with host employer to identify and secure long term role for participant. If not available, support job search for new opportunity.
- 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.

Senior EA tasks

- Support the Employment Advisors on a day-to-day basis by sharing best practice and offering guidance with clients.
- Support Team Leader and Programme Manager with reporting on EA activities and progression towards set targets.
- Support the Programme Manager and Team Leader in liaison with JCP and attending PCP meetings / events.

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 and carbon reduction.

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.

Oct 2026

HR system ID: 201/1224

Person Specification – Senior Employment Advisor

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	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 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.