

## Job Description

**Title:** Employability Advisor

**Summary/Purpose:** To provide end to end structured support and guidance to all participants on our Employability Skills programme, ensuring the attainment of positive sustained outcomes by providing a variety of interventions throughout their journey on provision.

Participant Journey – You will be the main contact point from Induction to Sustained Outcome

**Reporting to:** Area Manager

**Supervising:** N/A

### **Duties and Responsibilities:**

- Accountable for participant Induction including, meeting and greeting all participants, completing and checking all relevant documentation, delivering the structured induction session and making sure all participants have a clear understanding of provision.
- Responsible for owning the participants Employment Action Plan (EAP), working in partnership with colleagues to discuss & digitally document the participant's progression e.g., working with the Employability Trainer to review their latest employability skills progress.
- Responsible for working with participants and colleagues to develop an effective personalised programme of interventions for individual participants.
- Accountable for directly delivering employability support, including job search guidance, soft skills development, motivational discussions and other appropriate support.
- Responsible for liaising with the Employer Engagement team to source sustainable employment and placement opportunities for participants. Supporting a seamless transition to placement or directly to sustainable employment.
- Responsible for achieving contractual targets for attendance, sustained job outcome and participant satisfaction.
- Accountable for developing appropriate links with external support organisations where appropriate and required.
- Accountable for supporting participants to gain a full understanding of opportunities when they become available, supporting with understanding the job description, interview criteria, location of Interview and interview techniques
- Responsible for coordinating with the Recruitment Consultant to collect job outcome evidence requirements and updating the required systems.
- Accountable for ensuring that all participants have completed participant satisfaction survey.
- Actively takes part in a "Monthly Caseload Review" session to discuss all participants with your Performance Manager.
- Responsible for the re-engagement of participants who fail to attend provision by following re-engagement techniques or work with the Support Centre to make contact with the participant.
- Maintain knowledge and adherence to Work Based Learning Professional Standards, Education Workforce Code of Practice and company's Code of Conduct

- **General**
- To ensure security of company assets
- To comply with all company policies and procedures
- To comply with the companies safeguarding policy & procedure
- To comply with Equal Opportunities Legislation and be proactive in challenging prejudice, discrimination and stereotyping.
- To implement in full the Company's quality policies and procedures.
- To consult the Company Health and Safety Policy with regards to their specific responsibilities as described in the general arrangements section
- To give consideration to their actions at work as to how they may affect the safety of Learners, clients and visitors to Company premises
- Support organisations core values
- Co-operate with all staff to achieve a healthy and safe workplace and reporting any risks identified, at the company's or others premises, to the designated Health and Safety Officer.
- Other duties that may be identified from time to time by the Company.
- Attend relevant training / personal development programmes

**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Experience of working with unemployed Adults</li> <li>• Experience of working within a targeted / performance driven environment</li> <li>• Full driving license with use of vehicle</li> </ul>	<ul style="list-style-type: none"> <li>• Learning Coach L4 Qualification or equivalent</li> <li>• Social Work experience / Qualification or equivalent</li> <li>• Counselling experience / qualification or equivalent</li> <li>• IAG Qualification level 3 as a minimum or working towards or equivalent</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Excellent organisational skills</li> <li>• Excellent interpersonal skills</li> <li>• Established digital skills and experience</li> <li>• Ability to work to targets and deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to speak Welsh</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• IT Literate</li> <li>• Knowledge of work based learning industry</li> <li>• Knowledge and understanding of safeguarding</li> <li>• Knowledge of barriers to learning and employment</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of public funded training schemes</li> </ul>
<b>Characteristics</b>	<ul style="list-style-type: none"> <li>• Self motivated, self starter</li> <li>• Flexible in approach</li> <li>• Ability to work under pressure</li> <li>• Reliable</li> <li>• Enthusiastic</li> <li>• Organised</li> </ul>	

**NAME** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_