

Job Description

Title:	Young Persons Employment Advisor
Reporting to:	Head of Commercial and Customer Services
Main Relationships:	Access Community Trust (Employer) East Coast College (Lead Partner) Project partners and stakeholders Young People

Key Purpose:

To provide intense and personalised employability support to unemployed and economically inactive young people, equipping them with the skills necessary to build their confidence, undertake training and access sustainable job opportunities in the local labour market.

Main Tasks:

To recruit a caseload of unemployed and economically inactive young people to the Skills Connect project, supporting them to identify achievable targets and suitable progression milestones.

To provide employability support to a caseload of unemployed and economically inactive young people, supporting them to engage in employment, training and work experience activities.

Support

1. To support access to the project amongst unemployed and economically inactive young people; working in a way that helps them to return to work quickly.
2. To support young people from across Norwich to access employment (including self-employment), volunteering, and training, learning and development opportunities.
3. To support young people to access specialist services and to become more confident in the use of online technologies.
4. To develop, manage, and review a caseload of young people, ensuring that each individual makes rapid progress through the project.
5. To provide specific and appropriate employment support to young people, such as assisting with employability plans, job applications, covering letters, CVs and interview techniques.

The post is funded by the European Social Fund

Support

6. To develop robust and effective working relationships with each of the project delivery partners and the lead partner, East Coast College.
7. To facilitate the day-to-day activities of the project by making appropriate and timely referrals to other organisations.
8. To work with partners to ensure that uptake of the service is equitably shared across the project, including helping to manage the initial referrals.
9. To respond to areas of unmet need by supporting the Dynamic Purchase System (DPS), and by encouraging young people to play a full and active role in the project steering group.
10. To work positively with local employers and other key stakeholders, helping to promote the project in order to open up training, work placement and job opportunities.

Knowledge

11. To develop an understanding of the local labour market and to use this to offer relevant advice and support to young people seeking employment.
12. To develop knowledge of local provision offered by statutory and voluntary providers that can be used to help young people progress within the Project.

Reporting

13. To attend and contribute to regular practitioner and network meetings, and to represent the project and organisation.
14. To supply performance management data as required by the funding body, lead partner, and/or the management team.

All Access Community Trust post holders are responsible for:

- Working to the policies of Access Community Trust.
- Promoting equal opportunities and respecting diversity within all aspects of their work.
- Complying with Health and Safety Regulations.
- Acting as an ambassador to CBS Business Solutions, promoting the services on offer.
- Carrying out additional tasks where appropriate, which may be allocated by the Senior Management Team (SMT).

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Personal Specification

The person appointed to this post would normally be expected to meet the following criteria:

Experience and Qualifications	<u>Essential or Desirable</u>
The ability to start up and shape projects.	E
Experience supporting clients to access employment or learning.	E
Experience of multi-agency and partnership working.	E
Experience of community outreach or engagement work.	D
Experience of support work with disadvantaged groups.	D
A degree/relevant professional qualification.	D
Skills Knowledge	
Exceptional motivation skills and is able to inspire others.	E
Excellent communicator with strong interpersonal skills.	E
Excellent computer skills.	E
Ability to manage pressure and competing demands.	E
The ability to create persuasive CVs, application forms and cover letters.	E
Competent at producing reports and evidencing progress toward targets.	E
Good knowledge of services and provision across Norfolk.	D
Attributes	
Positive 'can do' approach.	E
Proactive, Self-motivated and enthusiastic with the ability to work on own initiative.	E
Excellent interpersonal skills with the ability to motivate others.	E
A good team player with a willingness to be flexible and adaptable	E
Highly organised and able to prioritise workloads.	E
An understanding of confidentiality and impartiality issues.	D
Drive to exceed targets	E
Other requirements	
Car owner/driver	E

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