



<b>Job Title:</b>	Trainee Employment Adviser
<b>Responsible to:</b>	Employment Services Coordinator / Employment Adviser
<b>Hours of Work:</b>	24 hours per week
<b>Term:</b>	Fixed Term contract for 6 months
<b>Salary:</b>	£9.50 per hour
<b>Location:</b>	Lowestoft & Waveney

### **Key Purpose:**

To learn to provide intense and personalised employability support to long term unemployed and economically inactive participants, equipping them with the skills necessary to undertake training, community-based occupations, and sustainable job opportunities within the local labour market.

### **The Trainee Employment Adviser will:**

- Undertake a 6 month placement working on Routes to Work. The Trainee will work under the direction of the Employment Adviser to support short and long term unemployed and economically inactive participants to improve their job searching, supporting to write CVs and applications and prepare them for interviews.
- Engage with people in the local community and promote the service to referral organisations.
- Provide peer-type support to participants to ensure their continued progress. The approach should consider empathy, compassion, and respect as integral, and should model itself on participatory approaches to personal development.

### **Main Tasks:**

#### Support

- To support access to the Project amongst the unemployed and economically inactive participants, working in a way that helps to build their resilience.
- Deliver one-to-one and group based support as directed by the Employment Adviser

- To support participants from across the coverage area, but predominantly Lowestoft and the Waveney Valley, to access employment (including self-employment), volunteering, training, learning and development opportunities.
- To support participants to identify their strengths, to access specialist services and to become more confident in the use of online technologies.
- To develop, manage, and review a small caseload of participants, ensuring that each individual makes relevant progress through the Project.
- To provide specific and appropriate employment support to participants, such as assisting with employability plans, job applications, covering letters, CVs and interview techniques.

### Partnerships

- To develop robust and effective working relationships with each of the Project delivery partners and the lead partner, East Coast College
- To facilitate the day-to-day activities of the Project by making appropriate and timely introductions and referrals to partner organisations.
- To respond to areas of unmet need by supporting the Dynamic Purchasing System (DPS) and by encouraging participants to play a full and active role in the Project steering group.
- To work positively with local employers and other key stakeholders, helping to promote the Project to raise awareness of volunteering, work placement and job opportunities.

### Knowledge

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

### Reporting

- To attend and contribute to regular practitioner and network meetings and to represent the Project and Access Community Trust
- To provide performance management reports and data as required by the funding body, lead partner and the management team.

### Internal

- To act as an ambassador for Access Community Trust promoting the services and activities that we provide.
- To undertake additional tasks as and when required which may be allocated by the Project Manager or other members of the management team.
- To attend Access Community Trust staff meetings on a fortnightly basis to report on the Project.

**Personal Specification:** Trainee Employment Adviser – Access Community Trust

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

(Essential or Desirable)

<b>Experience and Qualifications</b>	
Experience of support work with disadvantaged groups	<b>D</b>
Experience of multi-agency and partnership working.	<b>D</b>
Experience of community outreach or engagement work.	<b>D</b>
Experience supporting clients to access employment and learning.	<b>D</b>
A degree/relevant professional qualification.	<b>D</b>
<b>Skills Knowledge</b>	
Exceptional motivational skills with the ability to inspire others.	<b>E</b>
Excellent communicator with strong interpersonal skills.	<b>E</b>
Excellent computer and IT skills.	<b>E</b>
Ability to manage pressure and competing demands.	<b>E</b>
Ability to create persuasive CV's, application forms and covering letters	<b>E</b>
Effective and methodical record-keeper, competent at producing reports and evidencing progress toward targets.	<b>E</b>
Good knowledge of services and provision across Lowestoft and the surrounding areas.	<b>D</b>
A good understanding of the Voluntary and Community Sector.	<b>D</b>
<b>Attributes</b>	
Positive 'can do' approach.	<b>E</b>
Self-motivated and enthusiastic with the ability to work on own initiative.	<b>E</b>
Excellent interpersonal skills with the ability to motivate others.	<b>E</b>
A creative thinker with a flexible approach to problem solving.	<b>E</b>
A good team player with a willingness to be flexible and adaptable	<b>E</b>
Highly organised and able to prioritise workloads.	<b>E</b>
An understanding of confidentiality and impartiality issues.	<b>D</b>
<b>Other requirements</b>	
Ability to work unsocial hours as and when necessary	<b>E</b>
Car owner/driver with relevant insurance for business use	<b>E</b>