

Job Description

Job Title:	Employment Opportunity Adviser
Group:	UK
Reports to:	Contract Manager Gateshead
Usual office base:	Gateshead
Grade:	Careers Grade 3

Job Purpose:

To provide effective identification, planning and delivery of tailored employability and employer-focused activity for young people who are NEET or at risk of becoming NEET. To broker and coordinate a wide range of high-quality employer opportunities, including workplace visits, work experience (virtual and face-to-face), work trials, volunteering and subsidised placements, aligned to individual needs and aspirations. To provide wraparound support through dedicated Employment Opportunity Adviser input, including jobsearch assistance, mentoring and the use of localised Labour Market Information to enable informed choices. To ensure strong collaboration with existing NEET and employer-facing provision, and to support the programme's aim of testing scalable approaches for wider implementation.

Job Objectives:

1. To engage with voluntary organisations, partners and young people to ensure identified NEET young people benefit from additional support.
2. Undertake an initial assessment and diagnostic of the young person's needs, abilities, skills and aspirations.
3. Draw up a tailored participant plan for each young person detailing current position, end goals and activities. Determining optimal employer input and solutions to facilitate routeways to meet individual situations.
4. Using a caseload management approach achieve a set of individual quantitative and qualitative targets and support the contract as a to whole achieve the necessary KPIs.

5. Continuously track the customer journey in order to help move young people through their plan's, assess progress and any adaptations needed and achieve all relevant contractual outcomes using all available interventions including social media, email and SMS.
6. Identify suitable and relevant employers across the North Kirklees area and carry out targeted engagement to create suitable opportunities for young people.
7. Liaise with employers to help set up, facilitate and run employer brokerage opportunities. Providing opportunities for young people to develop their employability knowledge and skills through exposure or experience or to gain meaningful employment.
8. Match suitable young people to suitable opportunities based on their action plan. Facilitate necessary preparation (health and safety checks, logistics, barriers addressed) before activity, and monitor involvement through regular contact with both young people and employers during activity.
9. Facilitate the setting up and running of Job Clubs, Workshops and Employer and Provider information sessions.
10. Ensure all interventions (young person and employer) are recorded on the management information system in an accurate and timely fashion.
11. Identify and capture good practice, intelligence and LMI that can be used across the programme and sector more widely wherever applicable.
12. Effectively promote and support Equality & Diversity and Sustainable Development best practice.
13. Ensure synergy and coherence between the programme and other contracts delivered by Education Development Trust, and other providers of NEET support.
14. Maintain relationships with a range of stakeholder organisations e.g., Local Authorities, NEET providers, opportunity and training providers, employer organisations, taking a proactive and highly visible approach to developing relationships, including providing feedback, agreeing priorities and reviewing arrangements.
15. Ensure all delivery evidence is complete and compliant in line with contract and quality standards and that all customer records are accurate and handled in accordance with appropriate confidentiality and data protection legislation and

guidance. Manage the capture, collation and reporting of service evaluation data.

16. Be responsible for adhering to both local and the Corporate Safeguarding policy and procedures aimed at promoting and safeguarding the welfare of children and at-risk adults and attend mandatory child protection and/or adult protection safeguarding and prevent training.

Scope:

The post holder will be expected to work with and manage a caseload of young people in the North East area and maintain effective working relationships with a range of other agencies, businesses and employers. The post has the potential for a hybrid working pattern.

Person Specification:

Knowledge

Essential:

- » Educated to Level 4 (or equivalent) in a relevant area.
- » Knowledge of the local labour market and issues relating to skills, learning and employment.
- An understanding of employer & stakeholder engagement.

Desirable:

- » Level 4 qualification in Information, advice and guidance
- » Knowledge of diagnostic assessment tools
- » Understanding of the skills and employability agenda within the North Kirklees area.
- » Understanding of the key policies and initiatives influencing NEET provision
- » IOSH certificate or knowledge of Health and Safety in work placements

Experience

Essential:

- » Experience of working with young people in a related field, ideally determining need and supporting aspirations
- » Experience of working with employers & stakeholders.
- » Experience of effective partnership working in the delivery of a service
- » Experience of working in the skills sector, or a related field
- » Experience of working with caseloads in a target driven environment

Desirable:

- » Experience setting up and delivering employer brokerage activities

Skills

Essential:

- » Effective communication skills including written and verbal, and able to relate to a wide range of young people and organisations.
- » Ability to engage effectively with employer representatives and businesses.
- » Working collaboratively as part of a team
- » Excellent organisational skills to include time management of own work.
- » Ability to meet deadlines and achieve targets and implement contingency plans where necessary.
- » Excellent IT skills including all Microsoft Office software, including the ability to manage delivery of an on-line database
- » Apply a flexible approach to work activities including travel as required to meet business objectives.
- » Display an open mind and positive attitude to work and colleagues

Desirable:

- » Ability to deliver an effective partnership strategy.
- » Ability to utilise social media in a business context.

Our Values



Education Development Trust is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and successful candidates are subject to the relevant level of criminal record checks with national police authorities or the UK's Disclosure and Barring Service (DBS). This will be at minimum a basic DBS check.

Education Development Trust also participates in the Inter Agency Misconduct Disclosure Scheme and we may request information from relevant job applicants' previous employers about any findings of sexual misconduct, including harassment, during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.