

Job Description

Job Title: Opportunity Adviser, Jobs Guarantee

Group: Employability & Careers

Dept/Project/Service: Jobs Guarantee Programme

Reports to: Delivery Manager

Responsible for: N/a

Usual office base: Area Based

Grade: Careers Grade 3

Job Purpose:

To support delivery of the Jobs Guarantee Programme, providing support to unemployed young people to access sustained Employment, Education and Training (EET) opportunities. To provide suitable identification, diagnosis, planning and activity for unemployed young people referred to the programme by DWP Work Coaches. To match these young people with appropriate funded jobs sourced by the programme's Employer Engagement Officer and provide ongoing support and guidance to both employer and young person to ensure the funded job provides high-quality opportunities for skills and personal development for the young person and maximises the opportunities for them to progress into sustained EET.

Job Objectives:

1. Undertake Initial Appointments with allocated unemployed young people who have been referred by local DWP Work Coaches. Deliver a programme induction and undertake an initial assessment and diagnostic of the young person's needs, abilities, skills and aspirations using the Outcome Star and Skillsbuilder measurement tools, and IAG principles.
2. Identify a suitable validated Job Guarantee job opportunity for the young person, liaising with the relevant employer to refine their funded job vacancy as required to meet the participant's specific needs and/or skills requirements, using Skillsbuilder

data to inform job role refinements. Agree with the employer a start date within 4 weeks of Initial Appointment.

3. Draw up a tailored Jobs Guarantee Support Plan for each young person detailing developmental and career goals, linked to their allocated funded job. Broker suitable support to facilitate both effective preparation for the workplace and ongoing support whilst on the programme, including skills development and any wider holistic needs, liaising with local Youth Integration Networks and specific specialist agencies as applicable to arrange specialist support.
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. Provide participating young people with ongoing support throughout their programme journey, through regular weekly phone/Team 'Keep-In-Touch' (KIT) 1:1s, with at-work visits where required. This will incorporate coaching, reviewing progress, identifying and addressing any emerging concerns and/or issues regarding their funded job, utilising and recording appropriate spend of the Participant Support Fund as required.
6. Undertake structured monthly Progress Reviews with young people, to maintain focus, identify and demonstrate progress, and update the Support Plan. Undertake Month 2 and Month 4 Outcomes Star and Skillsbuilder assessments, to measure personal development and skills progression.
7. Deliver group workshops focussed on preparing and equipping young people to succeed in their funded jobs.
8. Provide ongoing relationship management with employers providing funded jobs, scheduling regular meetings to review progress, mediate any issues or challenges relating to the young person, and support ongoing role refinement to ensure it continues to meet the young person's developing needs and skills requirements, and post-placement career goals.
9. Provide participating young people with discrete 'Transition Support' toward the end of their funded job, to facilitate each young person's progression to education, employment or training, as applicable.
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 Labour Market Information (LMI) that can be used across the programme and sector more widely wherever applicable, including the collation of 2+ Case Studies per year.

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 participant records are accurate and handled in accordance with appropriate confidentiality and data protection legislation and guidance. Manage the capture, collation and reporting of programme 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.
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Scope:

The post holder will be expected to work with and manage a caseload of young people in the allocated area and maintain effective working relationships with a range of employers and support agencies. The post will be area based with a mix of home working and some travel to local community venues and employer premises to support young people.

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 and 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 relevant area
- Understanding of the key policies and initiatives influencing NEET provision
- IOSH certificate or knowledge of Health & 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 and 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 online 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



EDT 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 & Barring Service (DBS). This will be at minimum a basic DBS check.

EDT 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.