

Employment Advisor (Probation ETE) Job Description

Reporting to	Team Leader
Department	UK Partnership Services

Purpose of the job

To deliver employability support to disabled people on the Probation ETE programme, through group and individual face to face support, ensuring that their assessed support needs are met, and they progress into, or nearer to, employment, skills development and further training.

Work closely with the National Probation Service (NPS) Responsible Officers, and Ingeus colleagues, to ensure that all support is inclusive and meets the needs of all disabled people referred to the programme.

Key responsibilities

1. Work closely with the National Probation Service (NPS) Responsible Officers to manage referrals and caseload
2. Manage a caseload of clients and ensure that they progress in line with their development plan
3. Support clients to progress towards education, training and employment (ETE) opportunities in line with the overall service delivery model
4. Conduct an initial assessment with all referred clients to assess the level and type of support they require to progress
5. Deliver group and one-to-one employability support, including ETE workshops, CV support, jobsearch, interview prep and in-work support, when required
6. Refer and signpost to external provision when relevant
7. Motivate and support the clients to identify their aspirations and believe they can reach their goals
8. To engage employers to identify suitable work experience, volunteering and employment opportunities, and to support both the client and employer in making reasonable adjustments within the workplace
9. To establish, where appropriate, effective working relationships with local employers' groups, statutory, voluntary and private organisations
10. To develop and maintain an in-depth knowledge of the local labour market, current benefits systems and entitlements, programme provision of relevant agencies and opportunities pertaining to employment access.
11. To carry out appropriate workplace Health and Safety assessments and liaise with the employer to ensure appropriate adjustments are made.

12. To support the employer/client in accessing Access to Work funds, as appropriate, once the conditions of an application to the scheme have been met.
13. To promote the programme at appropriate events, presenting the programme's aims and objectives and building relationships
14. Achieve outputs and outcomes in accordance with contractual KPIs and ensure that the support delivered meets the quality and outcomes framework for the programme
15. To promote and encourage a customer focused culture, ensuring client feedback is appropriately reported.
16. To follow all processes to ensure that all personal and special data is processed in line with Information Governance and GDPR requirements
17. To maintain effective and efficient administrative procedures producing appropriate records and reports as required, including the updating of client details within identified MI and CRM systems
18. To participate in training and undertake appropriate learning and development, as identified through regular appraisal and reviews with line manager.
19. To perform any other duties required for the post and are commensurate with the level of responsibility.
20. Willing to make decisions within limits of authority as defined by management.
21. Expenditure within laid down limits.

Person specification

Essential requirements

- Experience of working with disabled people and/or offenders in an employment setting and delivering employability support, including supporting people into work, work experience and volunteering opportunities
- Knowledge of the criminal justice system and the legislation in relation to the Rehabilitation of Offenders Act, 1974
- Experience of working with a wide diverse range of employers and supporting them in recruiting employees.
- Experience of working with statutory agencies such as Jobcentre Plus, Social Services and the National Probation Service.
- Experience of partnership development and partnership work with employers, other job broker agencies and Governmental agencies and bodies
- Experience of delivering group employment and skills sessions.
- A genuine commitment to the values and ethos of Leonard Cheshire