

Employment Advisor

Person Specification

We will use these criteria to assess your suitability for the job.

Essential

1. Ability to demonstrate an understanding of the labour market, the barriers that prevent unemployed customers from gaining employment, and the measures that can be taken to address these.
2. Experience in working directly with people to develop their employability skills and support them to access employment and training.
3. Positive approach to working with customers, demonstrating an enthusiastic and proactive style with well-developed communication and influencing skills.
4. Confident, resilient, and well-organised
5. Ability to present clearly and confidently to staff, customers, and stakeholders , and able to adapt communication styles to engage with people at all levels.
6. Ability to plan, deliver and evaluate employability support or training sessions.
7. Strong attention to detail in recording service user information in a secure manner.
8. Wide range of office administration skills including the ability to use and produce information from different IT systems.

9. Educated to degree level or have equivalent relevant experience within an employment, careers or training environment.

Desirable

1. Hold a careers guidance or training qualification or be prepared to work towards achieving the qualification.
2. Comfortable leading a session in a group environment.
3. Experience in organising small and large-scale events.
4. Experience in delivering on externally funded projects with targets and compliance measures to meet.
5. Experience in initiating and developing positive working relationships with partner organisations and internal stakeholders.

Our Values

Do you share our values of **proud**, **fair**, and **ambitious**?