

Job Description

Job title: Employability Advisor

Accountable to: Employability Manager

Base: Agreed location within the North East Mayoral Strategic Authority area

Area of Delivery: North East Mayoral Strategic Authority (NEMSA)

Job Purpose

To provide flexible, person-centred employability support for working age unpaid carers across the North East who are unemployed or economically inactive, helping them overcome caring-related barriers and move towards suitable employment.

Main Duties and Responsibilities

- Provide specialist information, advice and guidance to unpaid carers, exploring options to overcome or reduce caring-related barriers to entering suitable employment.
- Deliver practical, tailored interventions that build carers' confidence, skills and readiness to move into work.
- Liaise with employers and education or training providers to identify opportunities that support carers' progression into work.

Key tasks

1. Carry a caseload of unpaid carers who require one-to-one, outcome-focused support to move towards and enter work.
2. Engage with carers to identify their strengths, goals and barriers, and use this assessment to support their progression towards employment.
3. Assess carers' individual needs and develop bespoke action plans that set out clear steps towards appropriate work opportunities.
4. Empower carers to make informed decisions about their employment goals and understand the support available as they prepare for work, training or education.
5. Identify employment-related barriers linked to caring responsibilities and work creatively with carers and the team to overcome these.
6. Promote assistive technology and other practical solutions that may help carers manage caring responsibilities while preparing for employment.
7. Provide a range of employability interventions to support carers to progress towards work, including:
 - CV writing, confidence and self-esteem training, assisted job-searches.
 - Supporting carers to recognise the transferrable skills and resilience they have developed as a direct result of their caring responsibilities.

- Ensuring carers have access to e-mail, are able to register on employment search engines, and have access to a bank account alongside other digital literacy development.
 - Coaching and preparing carers for job interviews, support with application completion, and increase their IT literacy.
- Provide emotional and practical support that helps carers manage caring-related pressures, build confidence and remain focused on their employment goals.
- Provide advocacy support, where appropriate, to help carers access services, appointments and support that reduce barriers to entering work.
- Supporting carers to maximise their income and make applications to charitable trusts for financial support for carers where appropriate.
- Build and maintain a strong working knowledge of the local labour market, recruitment routes and training opportunities that can support carers into work.
- Achieve project targets relating to carer engagement, employability outcomes and progression towards work.
- Work collaboratively with Working for Carers team members to engage and motivate carers to reach their full potential.
- Be accountable for maintaining accurate case notes and records of support.
- Attend regular supervisions and team meetings to enhance accountability and professional development.
- Alongside the Project Team, design and deliver packages of support and clear pathways into employment for carers, integrating with colleges, employers, the voluntary sector and providers of specialist support and training.
- Safeguard children and vulnerable adults and ensure that decisions or judgments which entail a level of risk are referred to the safeguarding lead.
- Undertake any other reasonable requests for work.

Person Specification

Qualifications and Training	Essential	Desirable
Good general level of education to NVQ Level 3 standard or above/equivalent qualification or experience level.	X	
NVQ Level 3 in Information, Advice and Guidance, or equivalent qualification or relevant experience.	X	
Knowledge and Experience		
Experience of providing one-to-one information, advice, guidance or employability support to people facing barriers to work.	X	
Knowledge and understanding of unpaid carers' needs, rights, benefits and practical support relevant to preparing for work.	X	
Understanding of the barriers unpaid carers may face when preparing for and entering employment, including confidence, skills, caring responsibilities and access to support.	X	
Knowledge of local labour market, recruitment routes or training opportunities relevant to supporting people into work.	X	
Experience of action planning, goal setting, coaching or motivational support to help people progress towards work.	X	
Ability to deliver practical employability support, including CV development, job search, applications, interview preparation and confidence building.	X	
Experience of managing a varied caseload or complex workload while maintaining accurate records.	X	
Experience of working to agreed targets and achieving measurable outcomes.	X	
Knowledge of and a strong commitment to equality and diversity.	X	
Knowledge and understanding of safeguarding and a clear focus on taking appropriate action.	X	
Experience of partnership or multi-agency working to support people to achieve goals and access joined-up provision.	X	
Experience of delivering group sessions, workshops or presentations.		X
Knowledge and understanding of the health, social care and voluntary sector support landscape in Northumberland, North Tyneside or Newcastle.		X
Experience of using Charity Log or other CRM system.		X
Skills, Abilities and Attributes		
Ability to work remotely and autonomously, using initiative and with minimal supervision.	X	
Ability to assess needs, interpret information and translate this into clear, achievable action plans.	X	
Ability to build effective relationships with carers, colleagues,	X	

employers, training providers and partner organisations.		
Ability to provide sensitive, strengths-based support to carers who may be experiencing emotional or practical pressures.	X	
Excellent IT skills with particular emphasis on Microsoft packages and CRM databases.	X	
Self-motivated and capable of responding independently to problems and situations, using skills and initiative to work towards mutually beneficial solutions.	X	
Flexible approach to working, including weekends and evenings when required.	X	
Commitment to providing a quality service and a strong commitment to team working and supporting colleagues.	X	
Excellent written and verbal communication skills.	X	
Ability to produce clear written information, case notes and materials for carers and professionals.	X	
Ability to challenge limiting beliefs and support carers to recognise their strengths, transferable skills and potential.	X	
Ability to work within professional boundaries and respect and adhere to confidentiality, data protection and information sharing regulations across all aspects of the work.	X	
Model and encourage high standards of honesty, integrity, openness and respect and portray a positive image of the organisation at all times.	X	
Ability to travel efficiently throughout the North of Tyne area.	X	
Professional, enthusiastic, self-motivated, and reliable.	X	