

JOB PROFILE

EMPLOYABILITY SKILLS ADVISOR

Responsible to Team Leader (Employment Programmes)

Complete initial assessments of Flexible New Deal customers to determine their skills and abilities and job preferences

Complete the appropriate documentation to secure a place on the Flexible New Deal programme for all new entrants

Develop close contacts with specialist referral agencies locally, and private and public organisations

To be responsible for delivering organised training sessions to individual and groups of learners

To be responsible for designing, preparing and developing stimulating flexible innovative teaching materials to help customers find and keep employment

Produce session plans and schemes of work

Be able to build rapport with a wide range of customers using excellent communication skills

Possess a genuine interest in the growth and development of diverse groups and individuals

Achieve targets set by the Team Leader (Employment Programmes) on a monthly and annual basis

Keep company records and documentation to allow the effective management of your caseload, input on the ICMS (Intelligent Case Management System) and as appropriate the central MIS system

Deliver job search programmes to Flexible New Deal customers

Ensure programmes focus on improving skills and helping customers into sustained employment

Be able to motivate and inspire customers to maintain motivation and achieve personal employment goals

Attend monthly 1-1's with Team Leader (Employment Programmes)

Attend and participate in team meetings

Manage and record your own personal development in line with the company's strategic, operational and staff development plans

Promote Equal Opportunities in line with the Equal Opportunities policy

Ensure that all matters relating to Health and Safety are conducted in line with company policy and current legislation

Assist in the Self Assessment process and the achievement of the resulting quality development plans within your role as Employment Advisor

Undertake other duties as deemed appropriate at the discretion of the Chief Executive

Reviewed January 6th 2010
2nd Review