Halifax Opportunities Trust is committed to achieving a working environment that provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment.

**Job Title: Employment Advisor**

**Reporting to: Employment Services Co-ordinator**

**Responsible** **for:**

**Updated: November 2017**

**All staff must implement and comply with Halifax Opportunities Trust policies and procedures including Health & Safety, Safeguarding, Equal Opportunities and Confidentiality**

## ROLE SUMMARY

To engage and support individuals facing multiple complex problems and assist them to move into sustained employment. To manage an agreed caseload of clients, develop and deliver a range of support, and inspire and motivate clients to achieve agreed targets as identified on their Action Plans. Achieve agreed programme job outcome targets.

## Responsibilities

***Key Results Area One: Delivery of Services***

* Ensure personal monthly job outcome targets are achieved.
* To engage and support individuals in receipt of long term welfare benefits to move into employment thereby ensuring targets for the programme, individual goals and job outcomes are being met.
* Through one to one guidance and group based sessions, support individuals to overcome their barriers to employment including: drug & alcohol misuse, ex-offenders, mild to moderate mental health issues, disability, ethnic minority, NEET and homelessness
* Proactively contact individuals to raise awareness of the programme and inspire and motivate clients to participate and successfully complete Action Plan goals and programme activities.
* To complete and maintain all appropriate paper and ICT based Programme records including Needs Assessment and Individual Action Plans and maintain all other documentation relating to programme delivery in accordance with DWP/ESF funding and audit requirements.
* To agree personalised Individual Action Plans with clients, set out SMART targets and track progress by carrying out regular Action Plan reviews in line with monitoring and quality requirements for the programme.
* Work closely with relevant colleagues to meet job output/outcome targets by providing timely information on caseload clients’ employment requirements. Assist in matching current caseload clients to live vacancies.
* To ensure service delivery is sensitive to the needs of the diverse communities across Calderdale.
* Proactively contact individuals to raise awareness of the programme and inspire and motivate clients to participate and successfully complete Action Plan goals and programme activities.
* Ensure that all actions taken adhere to DWP/ESF and the Trust’s quality and performance requirements.
* To understand the local employment market and available training opportunities and assist clients to access those relevant to their identified needs.
* Use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
* Uphold, safeguard and promote the organisations values and philosophy relating particularly to ethics, integrity, corporate, social responsibility, equal opportunities and diversity as referenced in the company policy and values standards.
* Responsibility to act on any issues of concern in relation to Safeguarding Adults and Children. This requires adhering to and acting on policies and procedures.
* To understand Health & Safety issues, and to act appropriately should areas of concern arise, in line with the HOT Health & Safety policy and procedures
* To understand child and adult protection issues, and to act appropriately should areas of concern arise, in line with the HOT safeguarding policy and procedures

***Key Results Area Two: Partnership Working***

* Work closely with Sure Start Children’s Centre colleagues, Job Centre Plus, other partners and agencies to identify, engage and support targeted individuals
* In conjunction with colleagues develop marketing initiatives e.g. Open Days, media publicity to promote the services provided.
* With the assistance of the partnership’s online job brokerage service, support the participant in all aspects of job search and targeted in-work support.

***Key Results Area Three: Information Management***

* Uphold and comply with Data Protection and confidentiality standards
* To maintain up-to-date, detailed records, and write reports and letters, as required
* Effective and efficient use of the Cezanne HR system
* Ensure client’s personal data is kept securely and not disclosed verbally, in writing or otherwise to any unauthorised third party and is only used for the purpose for which it is being held.

***Personal Development***

* Take responsibility for own personal and professional development, in line with agreed annual performance objectives
* Attend and complete actions from regular supervision sessions with line manager
* Adopt a creative and innovative approach towards practice by being open to opportunities for improvements, and encouraging staff to make suggestions
* Attend regular staff meetings, training days and other training as required
* Maintain up to date knowledge regarding legislation

***Other Duties***

The responsibilities reflect the core activities of the role and are not intended to be exhaustive. Other activities or duties may be required, or changes in emphasis needed, from time to time to meet the needs of the organisation and it is expected that the role-holder will adopt a flexible approach in this respect. All roles and responsibilities are regularly reviewed and revised where necessary to ensure that organisation needs continue to be addressed