

WORKING CHANCE JOB DESCRIPTION

Job title:	Employment Advisor
Responsible to:	Head of Strategic Partnerships
Location:	Flexible. Our office is based in Angel, London but members of the team work from home, based across the country. Colleagues living close to the office work a hybrid model, enabling them to work up to 40% of their contracted hours at home, provided that they have a suitable home environment.

PURPOSE OF ROLE

To empower our clients (the women we support) to find work that fits their skills and aspirations and that helps them build the life they want.

MAIN DUTIES

Clients

- Provide tailored support for a number of clients who are looking for work
- Work with each client to understand their skills, strengths, work experience and aspirations.
- Discuss vacancies with our clients to inspire and empower them to think more broadly and to maximise their skillset.
- Support clients to apply for suitable vacancies, helping them to create a tailored CV, write a supporting statement and application where needed, and prepare for interview.
- Support clients to explore paid roles, voluntary roles, apprenticeships, internships and traineeships as appropriate.
- Advise clients on how to find suitable vacancies beyond the employers with whom we have a working relationship.
- Respond and act on potential client safeguarding concerns.

Employers

- Develop an excellent understanding of potential and current employers, including what they do, their sector, their work culture, what specific roles entail, the benefits and ‘selling points’ of working for that employer.
- Use our Ethics and Standards Policy to make broad assessments of employers, to ensure that we are happy to support women into roles with them.
- Discuss these employers with clients so that they can make an informed decision about whether they wish to be put forward for a specific role/employer.
- Using our Employer Engagement Strategy, arrange review meetings with the employer, to discuss how the placement is progressing and to review additional vacancies, processes and future working arrangements.
- Provide employers with practical support to promote inclusive hiring practices for women with convictions.

General

- Maintain accurate and up to date records relating to clients and employers on our Case Management System, In-Form.
- Work with colleagues in the Employment team to achieve the team's annual Key Performance Indicators (KPIs).

PERSON SPECIFICATION

Knowledge and experience

- Experience in an employment support or recruitment consultancy role.
- Personal lived experience or in-depth knowledge of the criminal justice system.
- Experience of using a Case Management System in a work role.

Essential skills, aptitudes and qualities

- Fantastic people skills - approachable, easily able to build rapport.
- Able to work with a diverse client base in an inclusive way.
- Drive to achieve success on behalf of the women we support.
- Non-judgemental and empathetic.
- Able to maintain professional boundaries.
- Emotional resilience; able to recognise the impact on yourself when working with people who have experienced trauma and multiple challenges.
- Highly organised and able to juggle a diverse workload.
- Have passion for the work of the charity.
- Enjoys working as part of a team.
- Excellent literacy and proofreading skills.
- Strong general IT skills, particularly the main MS Office software.

DIVERSITY, EQUITY AND INCLUSION

Working Chance values everyone as an individual – our employees and volunteers, our clients and all the other stakeholders we come into contact with in the delivery of our work. Harnessing difference creates a productive environment in which everybody feels valued, their talents are fully utilised, and organisational and personal goals are met.

TERMS AND BENEFITS

- Salary: £25,000- £28,000 moving to £26,000 - £31,602 from September 2022
- This is a full-time, permanent role with a six-month probationary period.
- Our office is based in Angel, London but members of the team work from home, based across the country. Colleagues living close to the office work a hybrid model, enabling them to work up to 40% of their contracted hours at home, provided that they have a suitable home environment. We welcome discussions about your location preferences in relation to this role.
- We have a pension scheme and generous annual leave (25 days' holiday + three bonus days over Christmas and New Year + plus public holidays).

- We prioritise inclusion and belonging and are passionate about promoting equality, valuing diversity and working inclusively.
- All staff have confidential access to an Employee Assistance Programme.
- We invest in the training and development of our staff and have a continuous learning culture.