



JOB DESCRIPTION

Job Title:	Employment Advisor	Job Number: (Official use ONLY)	
Department / Service:	Economy & Growth, EPSH	Main location: (i.e. where primarily based)	Council Offices, Farnborough Road, Farnborough GU14 7JU
Hours of Work:	Full Time (37) Fixed Term contract (1 Year) with option to be extended depending on continuation of funding. Requirement to be in the office during Youth Hub appointment hours.	Post Restrictions: (e.g. politically restricted and/or sensitive)	Working with young people
Grade & Salary Band: (where appropriate)	G3	Regulated Activity: (i.e. DBS check required)	Enhanced DBS required
Job Purpose: (i.e. Context & summary of why the role exists)	The postholder will be part of our new Young Adult's Employment Hub ('Youth Hub'), working with Department for Work and Pensions (DWP) work coaches and other partners across the borough to support local young people aged 16 – 24 into employment, training and/ or education. The role will provide one-to-one advice and guidance, support workshops and activities, and help young people identify and overcome barriers so they can progress towards positive outcomes.		

Main Accountabilities/Responsibilities

1	Support delivery of the DWP funded Youth Hub, a dedicated service supporting 16-24 year olds across Rushmoor with employment, education and training opportunities including giving 1-1 careers advice and guidance, assisting with job applications and signposting to local opportunities.
2	Engage with employers to provide opportunities for Youth Hub participants e.g.; site visits, mock interviews, job vacancies, apprenticeship advice and careers presentations.
3	Plan and deliver employability workshops for young people on topics such as CV writing and cover letters, networking, and confidence building.
4	Support delivery against Rushmoor Borough Council and DWP outcomes, working towards KPIs outlined in the terms and conditions of the contract.

5	Work with partner organisations including schools, colleges, community organisations, charities, training providers, healthcare, and local businesses to address youth unemployment.
6	Support young people into training and work by removing barriers to accessing opportunities and providing information and guidance to raise and realise aspirations.
7	Manage caseloads effectively, including referrals and pathway progress for young people attending the Youth Hub.
8	Maintain accurate, confidential records and follow data protection, information governance and safeguarding procedures
9	Record and report accurate, timely data and outcomes to support service and performance monitoring.
10	Maintain up-to-date knowledge of local labour market trends, training provision and support services to ensure advice and guidance remains current and relevant.

Other Responsibilities/Accountabilities

1	Actively promote and model the Council's values and behaviours.
2	Take reasonable care of own health and safety, and that of other persons who may be affected by acts or omissions at work.
3	Ensure service delivery complies with current regulations, accepted professional standards, the Council's policies and procedures and current legislation, including that covering data protection, health and safety, safeguarding children, vulnerable adults and equalities.
4	All staff are required to make themselves familiar and comply with the Council's Safeguarding Policy and processes.
5	Undertake any other duties commensurate with the requirements of the post.

Staff Reports & Responsibilities

Reports		Title(s) or staff number	Grade	Level of mentoring, supervision and/or responsibilities
Responsible to		Employment and Skills Officer	G5	Line Manager
Responsible for		N/A		

PERSON SPECIFICATION

Education, Training and Qualifications

	(E)ssential or (D)esirable	How Assessed (i.e. (A)pplication form / (I)nterview / (T)ests or (App)raisal)
Youth work qualification	D	A
Careers qualification	D	A
A levels or equivalent experience	E	A

Knowledge

	(E)ssential or (D)esirable	How Assessed (i.e. (A)pplication form / (I)nterview / (T)ests or (App)raisal)
Knowledge of local area (Rushmoor & Hart); key demographics, politics and local issues	D	I
Knowledge of barriers faced by young people seeking employment, education or training	D	I
Knowledge of the local labour market, apprenticeships, training, and educational opportunities available to young people	D	A / I
Knowledge of safeguarding practices	D	A / I

Skills, abilities and experience

	(E)ssential or (D)esirable	How Assessed (i.e. (A)pplication form / (I)nterview / (T)ests or (App)raisal)
Experience of data recording, reporting and delivering to KPIs	E	A / I
Experience of working with a range of stakeholders including employers to form partnerships benefitting targeted groups.	E	A / I
Ability to act with discretion, integrity and maintain confidentiality.	E	A / I
Team player with the ability to build effective working relationships with staff, managers and stakeholders.	E	A / I
Excellent interpersonal and communication skills.	E	A / I
Able to prioritise own workload.	E	A / I
Project management skills.	D	A / I
IT proficient (MS Office).	E	A / I
Experience of presenting and delivery of employability workshops.	E	A / I
Experience of working with young people.	E	A / I
Experience of SEND, poor physical and mental health, unstable housing and other barriers impacting young people.	D	A / I
Ability to write clear and engaging reports for a range of audiences.	D	A / I

Any other requirements

	(E)ssential or (D)esirable	How Assessed (i.e. (A)pplication form / (I)nterview / (T)ests or (App)raisal)
e.g working evenings and weekends, full driving licence/own car		
Working out of office hours to attend Youth Hub related events.	E	
Working from alternative locations including Job Centres and other venues as part of Youth Hub projects, promotion, workshop delivery, and site visits.	E	
Own transport required	E	

Structure chart

