

One
Organisation

One Team

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Lives

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Skills and Employability Adviser

Salary: £24,386 to £29,732 pro rata (depending on skills and experience)

Location: East Sussex - Eastbourne based

Contract: Full time (37 hours)

Reports to: YES Area Manager

Job Purpose:

- Based within the Youth Employability Service (YES), the post holder will support young people who are NEET or at risk of NEET, from the age of 15 – 18 years old.
- The postholder will work closely with a range of pre- and post-16 services, ensuring young people get the support they need to improve their outcomes.
- Managing a case load of young people offering Information, Advice & Guidance (IAG) to support them back into education, employment, or training.

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• **Main duties and responsibilities:**

- Support a case load of young people who are NEET (not in education, employment, or training) or at risk of NEET with their transition into post-16 provision.
- Effectively liaising and communicating with a range of partner organisations to identify support for young people as needed.
- Champion and promote opportunities and resources with the caseload and partners / stakeholders.
- Maintain regular and consistent contact with young people to gain their trust, delivering effective caseload management, appropriately managing risk and safeguarding.
- Assess, action plan and review to make sure that appropriate IAG planning, and support is available for young people on caseload.
- Contact young people via various methods to identify their destinations including ensuring that 16 and 17-year-old young people, have a September Guarantee.
- Ensure accurate and timely client record keeping using relevant client database(s).

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- Develop and maintain knowledge of local labour market information, opportunities, and welfare reform to aid young people's progression.
- Prepare for and contribute to Line Management Supervision, appraisal, and caseload management reviews.
- Encourage the voice and influence of young people in design and delivery of services.

All appointees will be subject to an Enhanced DBS Check.

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Skills and Employability Adviser

	Essential	Desirable
Qualifications and Training		
Maths and English GCSE grade C or above (or equivalent)	X	
A commitment to undertake all necessary training for the role	X	
Minimum of IAG Level 4 qualification or willingness to work towards and relevant experience	X	
Relevant qualifications at level 3 or above		X
Knowledge and Experience		
Demonstrable experience of working with vulnerable young people to achieve positive outcomes	X	
Understanding and knowledge of post 16 pathways and opportunities and support services for young people	X	
Experience within a youth employability setting		X
Demonstrable ability to exchange varied information orally or in writing with a range of audiences.	X	
Demonstrable ability to set objectives for themselves and others in both the short and medium term	X	
Experience of dealing with risk and safeguarding situations within a young people's service	X	
Experience of Microsoft products and ability to use them effectively, including Outlook, Excel, Word, and PowerPoint	X	
Personal Skills & Attributes		

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High level of organisational skills, efficient and results orientated with good time management.	X	
Ability to work constructively as part of a team and independently. Creative and driven. Can display innovation .	X	
Ability to build effective and professional relationships with partner agencies and organisations. Transparent and personable. Confident and passionate about inspiring people.	X	
Trustworthy and honest . Can be relied upon to work with integrity to support the wider team's success.	X	
Excellent oral and written communication skills	X	
Ability to effectively evaluate own performance in light of feedback	X	
Flexible and adaptable	X	
Other		
Full driving licence and use of a vehicle	X	
No criminal convictions that would affect the ability to work with children and young people. Appointment subject to an Enhanced DBS check.	X	
Ability to work evenings / weekends when required	X	

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