

SURREY CARE TRUST

Nurturing skills | Changing lives

JOB DESCRIPTION

ROLE TITLE:	Learning and Employment Advisor		
REPORTING TO:	Mentoring Manager East		
LOCATION:	Woking		
CONTRACT:	Fixed Term Contract until End March 2022, in the first instance		
HOURS:	4 days per week (28 hours)		
SALARY:	£11.83 per hour		
CLOSING DATE:	1 st October 2021	INTERVIEW DATE:	TBC

Surrey Care Trust is a local charity that helps people to improve their skills for life, work and learning through counselling, education, mentoring and volunteering. Our programmes support disadvantaged families in improving their chances in life. Through our programmes we are enabling people throughout Surrey to overcome the disadvantage of low skills, poor educational achievement, limited opportunities and tough financial circumstances.

We offer a broad range of programmes - support for families and their children at our **Stanwell Family Centre**; offering vulnerable and challenging young people an alternative approach to education at our **STEPS** learning centre; a free and independent youth **counselling** service for young people aged 16 – 25; **mentoring** young people and adults to help them gain confidence and make positive changes; working to bring the community together and taken action on local issues with our **Stanwell Local Conversation** project; helping young people get back to work with our **Steps 2 work** programme; working with the long term unemployed on our Lottery/ESF funded **Alliance and Aspire** programmes ; and creating a different environment for people to learn new skills and give something back to society on our **Swingbridge Community Boats**.

Surrey Care Trust has been appointed by Woking Borough Council to provide an employment hub for young people. We will be working with the Department of Work and Pensions (DWP), Woking Borough Council and other local partners to agree service users' strengths, discuss their aspirations and develop a plan with them to move them into employment, further learning or opportunities to increase their skills and experience.

Our Vision

Surrey to be a place where vulnerable and excluded families are given the opportunity, skills and support to achieve their potential and make a positive contribution.

Our Mission

To tackle disadvantage, social exclusion and hardship in local communities. To reach out to families to equip them with the skills to improve their economic situation, to reduce social isolation and break the cycle of disadvantage.

Overall purpose of the role

In this role you will assist and motivate Young People age 18 – 25 to overcome barriers to employment and/or education and assist them into sustainable employment or training opportunities

You will improve the employability of young people who are referred to the Community Hub by understanding their individual needs and aspirations, agreeing goals towards reaching them and working alongside them to support them in gaining the necessary confidence and skills. Signposting them to relevant organisations, monitoring progress and working alongside Learning and Employment administrators and volunteer work coaches to provide a holistic approach to achieving short and long-term employment and education opportunities. Through this exciting role, you will have the opportunity to work with a broad range of individuals, young people, volunteers and external agencies to make a real difference to young people's lives.

Duties and Responsibilities

- Manage a caseload of participants requiring additional support prior to entering education or employment.
- Provide advice and support to develop realistic job goals with participants and agree tailored action, encouraging and guiding them where needed.
- Assess the young people's existing situation and aspirations to establish goals and strengths/weaknesses.
- Maintain awareness of education and employment opportunities available within your designated geographic area, exploring opportunities and highlighting these to participants as appropriate
- Responsible for overseeing and matching referrals to Work Coach Volunteers.
- Carrying out initial assessments, ID and employment check status.
- Provide consistency and continuity of service for young people attending the Hub.
- Arrange and record at least one SCT-accredited personal development course for each young person, likely to be delivered in groups of 6-10
- Navigate and coach others to use digital job search methods i.e. job search websites, email, uploading documents, and social media.
- Organise volunteer work coach recruitment and training and be the key point of contact for volunteer work coaches, co-ordinating and approving work coach expenses
- Organise and attend initial volunteer work coach: mentee meetings, where appropriate

- Use the Outcomes star to demonstrate progress in areas for development and identify further goals to achieve positive outcomes.
- Record successful outcomes in terms of young people entering part-time or full-time employment, work-based apprenticeships or college courses, following this up at required points to confirm progress in job/course and review any support needs.
- Liaise with the Learning and Employment Administrator to produce statistical and performance information to an agreed format and to deadlines for both SCT and Woking Borough Council.
- Promote the vision, aims and values of SCT
- Demonstrate and promote effective safeguarding practice
- Any other duties commensurate with the role

Please note you will be required to undertake DBS clearance for this role

Person Specification

ESSENTIAL	DESIRABLE
Education, Training and Work Qualifications	
A Level standard or equivalent	
Relevant qualification in guidance/advice & counselling or have experience in delivering a structured IAG programme and supporting the delivery of training to young people.	Information Advice and Guidance (IAG) level 3
Relevant Experience	
Experience of working with unemployed young people and people facing multiple barriers in their life	Experience of working with professionals supporting young people, using motivational interviewing and solution focused techniques
Proven track record of completing contractual paperwork/documentation	Experience of working in a charity, with volunteers or education
Experience of providing information, advice, and guidance to young people in relation to progression routes	A warm, approachable empathetic style and the ability to establish a rapport and build relationships with young people and support their progression to sustained education and/or employment
Knowledge	
Safeguarding awareness and training	An understanding of the Surrey Multi Agency Safeguarding Hub/levels of need

	An understanding of recognising the need for assessment, planning, intervention and reviewing in a restorative way in relation to supporting young people
Knowledge of barriers preventing people entering and sustaining employment	Experience of working with, or supporting young people with mental health issues or other barriers.
Skills and Expertise	
An ability to network and build business relationships	
Excellent planning, decision making and organisational skills	
Excellent verbal and written communication, interpersonal & listening skills and able to relate confidently to both adults and young people	Experience of delivering presentations or training to groups with confidence.
Flexible in approach, using initiative with the ability to plan and prioritise own workload without day-to-day supervision to meet targets/deadlines	
Demonstrate a high level of professionalism and initiative when making decisions	
An ability to empathise with and motivate others, with a passion for young people to thrive	
Demonstrable creative problem-solving skills and a positive approach to challenging and overcoming any limiting beliefs held by participants.	
Car driver with full licence, and flexibility to drive across the borough/county when required	

This role will be based in Woking with some travel to meet individuals nearer their home where appropriate. A DBS check will be required for this role.

For an initial discussion about this role please contact [Cathy Leamon, Project Lead on: 07919 213904 OR 07730 570305](mailto:Cathy.Leamon@surreycaretrust.org.uk) cathy.leamon@surreycaretrust.org.uk

To submit an application please complete an application form and send it to recruitment@surreycaretrust.org.uk – Closing date for applications is **1ST October 2021**