Job Title: Employment Adviser

Reports to: Project Lead

Location: Hybrid-working and community-based (determined by project)

The Employment Adviser delivers Into Work’s supported employment service at different locations across Lothian. Each project supports disabled people or those with long-term health conditions into sustainable paid employment, using the
5-stage Supported Employment Model as accepted and endorsed by the Scottish Government. We work with people aged 16 and over, delivering an all-age service.

Overall Purpose of the Job:

To identify and develop opportunities and routes into employment, including volunteering, further education, training and industry placements for disabled people and those with long-term health conditions.

To provide a personalised support service, assisting people to develop the skills, motivation & confidence to enable them to move towards a positive employment destination. You will deliver support face to face, by phone or via online video link, deliver group work sessions, and other appropriate employment support activities as required.

Responsibilities**:**

## Client Support:

1. Identifying their skills and employment support needs.
2. Removing barriers to employment.
3. Creating action plans and compiling written media, e.g., CV.
4. Job searching using a variety of methods and approaches.
5. Interacting with community agencies including SDS, DYW, Social Work, Community Mental Health services, and Job Centre Plus.
6. Developing confidence around social interaction and improving wellbeing.
7. Fostering the development of self-awareness, condition-management, self-travel and increased financial awareness.
8. Engaging clients at any appropriate stage of the employability pipeline.
9. Progressing towards softer outcomes such as volunteering or the ability to engage with support services or vocational training. Setting up and delivering groupwork programmes.
10. Marketing individual clients to employers, further education and training providers and advocating on their behalf, using a range of strategies including presentations.
11. Locating paid jobs and delivering other project outcomes as required.
12. Consulting with clients and employers to devise, implement and then monitor appropriate in-work strategies and reasonable adjustments. Plan, evaluate and review these requirements to enable clients to perform their jobs effectively. Review the working environment and employer expectations, to help people sustain employment.
13. Ensuring that the service adheres to standards set by Into Work and meets the contractual or partnership requirements of relevant local authority or external funding agencies, including any compliance requirements.

## Project Team:

1. Promoting the work of the organisation and projects, using a variety of appropriate communication methods. Liaising with employers, further education providers and other agencies to build awareness and understanding of the service and the needs of Into Work’s client group.
2. Making a positive contribution towards the development and sustainability of Into Work’s specialist service, including participation in wider team activities, planning sessions and small or short-term projects.
3. Presenting a value-based approach in all aspects of working with clients, colleagues and other external contacts.
4. Promoting and participating in skill-sharing with colleagues across the organisation.

## Monitoring and Reporting:

1. Summarising and recording client meeting notes and collating project data, using appropriate systems and digital processes, as required by the project and its funders.
2. Ensuring that clients files are up to date and contain relevant signed documents as required by the project and its funders.
3. Assisting in the evaluation and monitoring of projects, including the reporting of data and other information to funders and other stakeholders.

## General:

1. Promoting and undertaking all work activities in line with Into Work values.
2. Attending and contributing to team and organisational meetings as required.
3. Developing familiarity with Into Work policies, practices, and procedures.

## Other:

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by any changes in the role other than thosegiven in the job specification.

The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job description from time to time.

Person Specification:

Key: E = Essential, D = Desirable

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| Knowledge and Skills:  |
| 1. Knowledge of issues relating to disabled people and employment. | E |  |
| 2. Knowledge and understanding of disabilities, in particular autism and neurodivergence, mental health issues and learning disabilities. |  | D |
| 3. Communication skills – the ability to work with a range of people at all levels within a variety of work cultures and environments; awareness of how one is perceived by others; excellent written and verbal communication skills. | E |  |
| 4. The ability to advocate for others, influencing decisions and negotiating.  | E |  |
| 5. Motivating and inspiring others; working in partnership to achieve a goal | E |  |
| 6. Awareness of and ability to understand and respond appropriately to clients’ behaviour and needs. | E |  |
| 7. Ability to handle competing priorities and make value-based decisions. | E |  |
| 8. Initiative and follow-through – the ability to work independently, self-organise and record work. | E |  |
| 9. Team working skills – relationship building, a keen desire to share information and knowledge. | E |  |
| 10. Competent IT literacy skills. | E |  |
| 11. Presentation and/or training delivery skills. |  | D |

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| Experience:  |
| 1. A background in recruitment / HR sector or support to vulnerable people / voluntary sector. | E |  |
| 2. Managing a client caseload including the use of recording systems. | E |  |
| 3. Establishing effective working relationships e.g., clients, advocates, carers, employers. | E |  |
| 4. Delivering presentations. |  | D |
| 5. Helping clients progress towards positive outcomes. | E |  |
| 6. Able to network effectively and develop partnerships with a range of external organisations. | E |  |
| 7. Groupwork facilitation.  |  | D |

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| Qualifications:  |
| 2. Employment, recruitment, training, education or disability related |  | D |