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| **Job Description for:** | Training & Employment Advisor |
| **Hours:** | 1 FTE (Ending November 2024) |
| **Salary:** | £29,159 – 31,829 |
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| **Spine point:** | 23-26 |
|  |  |
| **Location:** | Orpington Campus Good Works Bromley |
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| **Responsible to:** | Good Work Bromley Project Manager |

**The main purpose of the job:**

The main purpose of the Training & Employment Advisor position is to collaborate with the Bromley Good Works Project manager and develop a high-quality training program in partnership with Bromley Jobcentre Plus. The role primarily involves supporting DWP Universal Credit customers by working closely with DWP Work Coaches and the College Skills Team. Training & Employment Advisors will deliver a highly effective and independent career guidance service and training, making it essential for applicants to have qualifications and experience in the welfare-to-work industry. The core responsibilities include planning, organizing, and conducting training workshops and sessions, creating engaging training content, delivering effective presentations, and assessing participants' progress to ensure successful learning and job outcomes.

**Duties and Responsibilities:**

**Collaborative Work:** As a Training and Employment Advisor, you will work proactively with DWP and candidates to expand the range and number of opportunities available for participants. This includes offering and running various training programmes, workshops, sector-based work initiatives, employment opportunities, apprenticeships, and work experience placements. The ultimate goal is to meet individual targets for employment results, work experience placements, and employer engagement, thereby maximising interview prospects for participants including job outcomes.

**Employer Engagement**: A crucial aspect of this role involves engaging with employers across the region. Training and employment Advisors are responsible for identifying employment opportunities aligned with the training and qualifications provided within the pre-employment provision. This proactive engagement with employers aims to secure interviews for our learners and facilitate their transition from completing training and qualifications to successful employment. Previous experience in employer engagement is highly desirable for this role.

In summary, the Training & Employment Advisor role revolves around developing and delivering training programs, collaborating with DWP and candidates to enhance employment opportunities, and actively engaging with employers to ensure successful transitions into the workforce.

**Essential Criteria**

* Ability to communicate at all levels
* Ability to work on own and be self-motivated
* Good track record of customer service skills.
* Excellent Communication skills.
* Experience in sales and marketing, including cold calling.
* Good experience in administration necessary
* Full UK driving license and able to travel within the region of employment and on occasion outside the region to meet the demands of the business
* IT skills are essential.

**Key Responsibilities and Duties**

* Developing and maintaining good strong relationships with external organisations
* To engage with key stakeholders to ensure effective marketing of the provision
* Identifying and promoting courses to learner and learner referral sources
* Market all our course provisions successfully and generate leads per qualification
* Interviewing potential learners and providing them with accurate information, advice and guidance along with keeping records of all the above activities
* Carrying out initial assessment activities, identifying individual learner support requirements and communicating to the relevant colleagues
* Maintaining the learner tracking details for each of the courses and effectively communicating with the relevant tutors and assessors to collate all of this information and feedback to the academy manager.
* To identify employers who have employment, apprenticeship or placement opportunities and to develop good working relationships which are receptive to providing opportunities for our post-qualification students to be offered employment prospects
* To identify and engage in communication with local employment partnership groups to promote our services and identify employment opportunities
* Responding to client enquiries and providing support to their requirements
* Attending promotions days at client’s premises when required and promoting the company’s services to potential customers/students
* Maintaining contact with learners during their training to identify where support may be needed or in dealing with disciplinary issues
* Accurately and timely completion of all recruitment documentation
* Effectively communicating with other staff members about day-to-day activities
* Conduct your role in line with the company values and expected behaviours
* Promote equal opportunities and recognition of diversity throughout the company
* Comply with the Safeguarding, Prevent and Health and Safety Policies and to be vigilant to potential concerns and risks
* Always ensure confidentially and professionalism at all time

**PERSON SPECIFICATION:**

**Qualifications:**

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|  | **Essential** | **Desirable** |
| Level 3 or above, preferably in a related subject |  | √ |
| Level 2 English and maths | √ |  |
| A full driving licence and use of a car | √ |  |

**Knowledge and experience:**

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|  | **Essential** | **Desirable** |
| Understanding of government-funded work-based training and commercial products in the FE sector | √ |  |
| Designing and managing targeted sales campaigns | √ |  |
| Experience of working with DWP or Welfare to Work Projects |  | √ |
| Understanding the DWP process from initial contact to case loading | √ |  |
| Ability to plan and manage own workload, achieve agreed targets and objectives and evaluate outcomes | √ |  |
| Ability to plan deliver and exceed targets | √ |  |
| Ability to communicate with existing, lapsed and new clients | √ |  |
| Ability to build effective working relationships and partnerships with internal and external stakeholders | √ |  |
| Ability to utilise and understand the importance of CRM | √ |  |

**Other qualities:**

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|  | **Essential** | **Desirable** |
| Drive, energy and enthusiasm to work flexibly in a changing and challenging environment | √ |  |
| Commitment to working within the framework of the College’s policies | √ |  |
| Commitment to raising the quality of every aspect of College activity | √ |  |
| Preparedness to take responsibility for and ownership of tasks | √ |  |
| Evidence of a commitment to personal and professional development | √ |  |
| Self-motivated, able to work on own initiative and achieve results | √ |  |
| Excellent interpersonal skills, a good communicator and well-developed networking skills | √ |  |