

# Hamelin Trust

## Employment Advisor

Are you passionate about supporting people and making a real difference within your community? We are looking for a motivated and passionate self-starter who is confident that they can support individuals back to employment.

As an Employment Adviser, you will play a vital role in helping autistic adults and people with learning disabilities to find meaningful and fulfilling employment. You'll be joining an established horticultural project, Roots and Shoots, in Rochford, Essex and starting up a new project to use the training opportunities that Roots and Shoots offers as a conduit for helping people learn the skills to achieve paid work.

We welcome applications from all experience levels and backgrounds, you do not need experience in the learning disability sector to apply. What you will need is the ability to motivate and build relationships with clients, strong organisational skills, the confidence to communicate and engage with a range of employers and stakeholders and a fundamental belief that anyone who wants to work can work.

### Main job duties:

- Supporting and motivating individuals with to access and sustain paid employment
- Regularly meeting with participants to listen, offer support and help them identify their best job match, reflecting their skills and aspirations
- Supporting participants through CV production, interview techniques and managing their health at work
- Building relationships with community partners including local GP practices, Social Prescribers, Job Centres and other charities to gain referrals to the project
- Advocating for your participants by educating and engaging with employers regarding the benefits of recruiting autistic people and people with learning disabilities
- Sourcing job opportunities for your participants through regular contact with local employers within the community
- Promoting employment and raising expectations around the ability of participants to access paid employment, breaking down the barriers for them

### Who are we looking for?

You will need to be supportive and empathetic with great communication and listening skills. Also, the ability to initiate and develop relationships with individuals and be able to engage employers using a variety of methods including phone or face-to-face in the community, alongside having excellent time management and organisational skills.

We are actively interested in individuals who have experience in roles in at least one of the following areas; coaching, mentoring, recruitment, training, human resources, pastoral support or education. Finally, you will be passionate, self-motivated, and ready to make a difference to the lives of the adults you are working with.

***Hamelin Trust has a duty to safeguard and promote the wellbeing of its service users and is committed to doing so. Hamelin Trust expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory enhanced DBS disclosure & other safeguarding clearance***

# Hamelin Trust

<b>Job Title:</b>	<b>Employment Advisor</b>
<b>Accountable to:</b>	<b>Service Manager</b>
<b>Location:</b>	<b>Rochford</b>
<b>Hours:</b>	<b>30 hours per week</b>
<b>Salary:</b>	<b>£24,000 per annum</b>
<b>Contract type:</b>	<b>Fixed term – 12 months</b>
<b>Direct reports:</b>	<b>None</b>

## Job Summary

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## Other Duties:

The post holder will be working in a dynamic, developing and changing environment thus will be expected to undertake other appropriate duties as required for the effective operation of the Hamelin Trust.

There may be a need for occasional working out of hours, e.g., evenings and weekends.

The post holder must be able and willing to get to and work across each of the service/project locations.

The post holder will be required to apply for a Disclosure and Barring Service check

### **Mandatory Criteria**

#### **1. Professional Codes of Conduct**

The post holder will be required to respect professional codes of conduct and practice relevant to their role, as appropriate.

#### **2. Health and Safety**

The post holder will be responsible for health and safety in the area under their control and ensure that they are familiar with Hamelin Trust's policy on health and safety at work.

#### **3. Mandatory Training**

The post holder will attend all mandatory training relevant to their role.

#### **4. Our values**

- We Care
- Be Curious
- Show Leadership
- Embrace Change
- Seek Collaboration
- Have Fun

### **Person Specification**

#### **Experience**

- Proven experience in coaching, mentoring, recruitment, training, human resources, pastoral support or education. (E)
- Experience working in the social care sector (D)

#### **Knowledge and Skills**

- Outstanding written and verbal communication skills (E)
- Excellent organisational skills and the ability to manage a variety of tasks (E)
- Flexible, adaptable and able to work in a busy environment (E)
- Competent on using IT packages, such as Microsoft (E)

**Key = E, Essential D, Desirable**

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***Appointments are subject to satisfactory enhanced DBS disclosure & other safeguarding and recruitment clearances***

**Signed & Agreed:** NAME

**Signature:**

**Date:**