

JOB DESCRIPTION

Title	Employment Support Advisor
Reporting to	Line Manager
Hours	Full Time & Part Time available
Salary	£25,906.50 pro rata
Location	121a Peckham High Street

Pecan is a highly respected and dynamic Christian charity. We have been working throughout Southwark for 30 years, helping people who face seemingly impassable barriers to find a way through, re-write their futures and flourish. Our strong staff and volunteer team work with the most vulnerable people to transform lives and communities. Our work is founded on our mission, vision and values, and we are committed to showing kindness, raising self-belief and inspiring hope for the future in the individuals we serve.

When working for Pecan, you can expect to become a valued member of a diverse and supportive team. In addition to a place in our 30-year legacy, you will receive a generous holiday allowance, pension contribution and life assurance cover. You can also expect regular team meetings and social opportunities, and a variety of other benefits.

Purpose of the Post:

Your role will be to provide sessions for participants to help them address and manage barriers to employment associated. You will provide clients with practical support through their path to employment, including education and training. You will work closely with the wider Pecan Teams to provide a springboard for clients to find, secure and sustain employment. Helping clients build confidence and skills, you will work closely with them demonstrating kindness, belief and hope.

Main responsibilities:

Service users

1. Assist in the outreach plan for recruiting clients.
2. Complete needs assessments.
3. Produce action plans and set and monitor goals with clients.
4. Meet regularly with clients.
5. Help clients to find work opportunities and assist them with getting work ready including support with training and education.
6. To develop and contribute to client workshops and support the team with their delivery.
7. Stay in contact with clients above the minimum standards set out in Pecan's contract.
8. Build up a knowledge of other services that support clients with employment barriers and form partnerships with them.
9. Help clients to access other services appropriate to their needs.
10. Work flexibly with clients and respond to changes in their circumstances.
11. Where required, meet clients in and out of Pecan's offices in approved places and online.
12. Take appropriate responsibility for relevant aspects of safeguarding for the clients and yourself, paying attention to holding appropriate boundaries.

Administration

1. Keep up to date with electronic records and case notes daily using the IT system and databases provided.
2. Ensure expense forms are completed and submitted in a timely fashion.
3. Complete requested reports and contribute to the monitoring and evaluation of the project.
4. Contribute to the promotion of the project in line with marketing guidelines.
5. Ensure all records are kept in accordance with Pecan's and the project's data protection procedures.

Wider organisational responsibilities:

- Attend Pecan team meetings as and when required, including meetings where there may be a time of prayer and reflection.
- Read the core policies and adhere to all policies and procedures.
- Carry out other duties as agreed by your line manager / Services Development Manager and with the Head of Operations or the Chief Executive Officer.
- Undertake responsibilities associated with being a member of the Pecan team.
- Perform all the duties required by the post in line with Pecan's ethos and values statement, its commitment to a policy of equal opportunity and its aim of serving the community in a caring and practical manner.
- In agreement with your line manager, pursue a personal programme of learning and development to enhance your skills and performance.

PERSON SPECIFICATION

This specification will form the short-listing criteria.

Knowledge, Skills and Experience (essential):

- Experience of working with vulnerable or disadvantaged people
- Experience of supporting people into employment and / or training
- Good IT skills, with a working knowledge of MS Office application
- Good facilitation, presenting, influencing, and negotiation skills
- Excellent attention to detail
- Understanding of the range of interventions, tools and techniques used by professionals across different disciplines to support vulnerable people

Knowledge, Skills and Experience (desirable):

- Experience of the voluntary and community sector
- Experience of working with, and adapting, training material
- Experience of data entry
- An effective networker

Personal Qualities:

- Commitment to the goals, ethos, values, and vision of Pecan, including a belief in the importance of all people of different backgrounds working together and respecting and valuing each other's contributions
- Strong interpersonal skills and the understanding to work alongside vulnerable people
- Flexible to work at different times and in different places, with the ability to organise work, take responsibility and work on own initiative
- A sense of humour
- Resourceful and imaginative, bringing creativity to the role
- Ability to work well in a team and unsupervised
- Confident and self-motivating
- Ability to review your effectiveness and learn from your mistakes

This post will require a DBS check to be undertaken. Having a criminal record will not necessarily disqualify you from acquiring the post.

Pecan is an equal opportunities and disability-friendly employer. We guarantee to offer an interview to those with a disability who meet the essential criteria.