

## Role profile – Work and Skills Adviser

- **Location:** Number 1 Riverside
- **Salary:** Grade 6 £33,119 to £36,581 per annum.
- **Temp Post: 18 months Hours: 37**
- **Annual Leave:** minimum 26 days holiday increasing with service
- **Benefits:**

- Parking permit available
- Flexible working hours
- Discounted Gym membership
- Staff Groups, including Gardening, Menopause Café & Crafting

- Workplace Wellbeing initiatives
- Lifestyle savings platform (Vivup)
- Local Government Pension

## Succeed at Rochdale

- **Support to thrive and develop your career**
- **Progression opportunities** including links with GMCA and Great Manchester NHS
- **Culture of learning & development**
- **Ambitious plans for the future**
- **Wellbeing support**
- **Best Corporate Workplace in the UK**
- **Located at the Heart of Riverside** surrounded by shops, cafes, bars & leisure facilities
- **Fabulous public transport links**

## Overview

- Delivering challenging performance targets in relation to some external funding requirements, whilst working with a wide range of different and case loaded people.
- The delivery of excellent support and Information Advice and Guidance (IAG) and mentoring. Conducting holistic assessments with residents to assess the level of support required to support them towards a positive progression and are provided with a bespoke and appropriate Action Plan.
- Ensuring that effective relationships are established and maintained with new and existing partner organisations delivering appropriate complementary support to breakdown barriers to outcomes, for referral purposes.

## Purpose

Supporting young people that come through the Single Access Point or through partner referrals. Carrying out holistic assessments and action plans. Support people to access provision by offering independent impartial advice and careers advice, raise aspirations and motivate and encourage young people in the community to increase their skill levels and employment opportunities. This will involve developing and sustaining positive relationships with residents, employment and training providers and colleagues internally and externally that can offer additional and relevant support.

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## Person specification

## Assessed via Application Form

### Skills, Experience & Knowledge

1. Relevant qualification or experience with a commitment to work towards coaching or similar qualification.

2. Recent experience of delivering recruitment, employment and/or advice and guidance services supporting residents to achieve positive outcomes.

3. Good communication and presentation skills both written and oral.

4. Experience of identifying barriers to outcomes and delivering appropriate support to address these barriers.

5. Experience of working with community organisations.

6. Experience engaging with a wide range of stakeholders to identify suitable provision to help residents achieve their goals.

7. Experience working within a highly target/Key Performance Indicator driven environment delivering contracts or commissioned services.

8. Experience working with a diverse network of partner organisations.

9. Some evening and weekend work may required.

10. Some travel is required across the Rochdale Borough.

### Values

#### Pioneering, Passionate & Proud

Please provide an example of a time when you were Proud of a piece of work you were involved in.

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## Person specification



The remainder of the person specification will be assessed at stage 2 of the recruitment process

### Skills and experience

### How assessed (A, I, P Assessment, Interview, Presentation)

1. Ability to develop and maintain productive working relationships with providers and learners.

Interview

2. Experience working within a target driven, health, employment and/or skills outcome environment matching people with courses and suitable qualification progression route ways.

Interview

3. An understanding of the needs and aspirations of disadvantaged groups, including long-term unemployed adults and young people and residents with health conditions.

Assessment

4. Computer literacy including inputting data, as well as having the ability to identify and use digital resources effectively.

Interview

5. Ability to plan and manage workloads, work under pressure, meet deadlines and achieve programme targets.

Interview

6. Awareness of the cultural and social background of the client base.

Interview

### Knowledge

7. Knowledge of skills and employment provision in the borough.

Interview