



Job Profile and Working for Stockport

Our Council

Join us at Stockport Council – MJ Local Authority of the Year 2025

Our employees are our **greatest asset**. We're proud of the way we provide vital frontline services every day and work together, as **one team**.

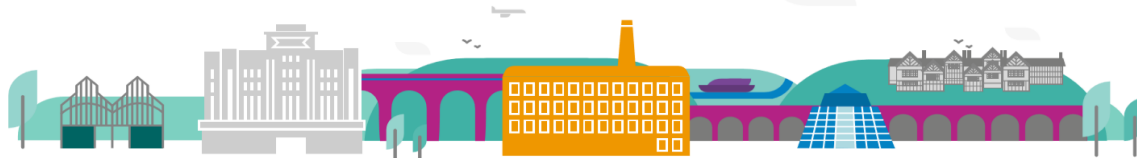
Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>





Ambitious Stockport, creating opportunities *for everyone*

About the Job

Role:	Employability and Welfare Coordinator
Service Area:	Continuing Education Service
Directorate:	Services to Place
Salary Grade:	NJC Scale 5

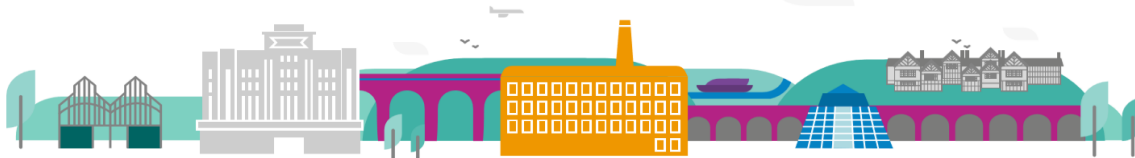
Main Purpose of the Job

The central purpose of this role is to deliver a comprehensive, person-centred Careers Education, Information, Advice, and Guidance (CEIAG) service that actively champions learner progression. By addressing the holistic needs of everyone, you will help dismantle the personal and systemic barriers preventing them from advancing into further education, volunteering, or meaningful employment.

This role goes beyond traditional career guidance; it is designed to empower learners to raise their aspirations and take ownership of their futures. Ultimately, your work will act as a catalyst for positive change, driving sustained economic development by ensuring that "work pays," while profoundly improving the overall wellbeing of the learners and their wider families.

Key Responsibilities

- Champion the attainment of every learner's individual development and advancement targets.
- Deliver high quality careers education, information, advice, and guidance (CEIAG) to actively facilitate positive transitions.
- Cultivate and maintain diverse pathways for learners, securing viable options across employment, volunteering, and continued education.
- Lead group employability workshops and coordinate mock interviews to boost learners' communication skills and self-assurance.
- Monitor, record, and report accurate data regarding learner outcomes and final destinations.
- Conduct health and safety vetting of prospective employers and volunteer organisations to ensure safe placement environments.
- Collaborate with external partner agencies to safeguard learner welfare, promote holistic wellbeing, and ensure all personal support needs are addressed.
- To work positively and inclusively with colleagues and customers so that the Council provides a workplace to deliver a service that does not discriminate against people on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.



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- To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council's priorities.

Additional Information

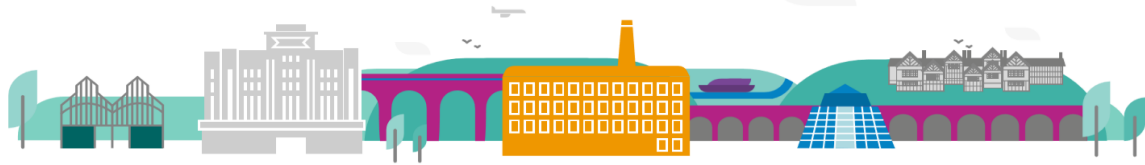
The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

About You

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

- Working to the Council's values and behaviours by:
 - Keeping the people of **Stockport** at the heart of what we do
 - Succeeding as a **team**, collaborating with colleagues and partners
 - Driving things forward with **ambition**, creativity and confidence
 - Showing value and **respect** to our colleagues, partners and customers.
- Hold or willing to work towards information, CEIAG and Health and Safety Qualifications at Level 3.
- Hold an English GCSE Grade C or above.
- Experience in carrying out initial and diagnostic assessments to assess a learners starting point.
- Experience in supporting learners with matching their skills, qualifications and experience to learning, volunteering and employment opportunities and supporting them with relevant applications.
- Experience of identifying, agreeing and reviewing targets with learners based on their career goals and ambitions.
- Demonstrate empathy towards learners whilst meeting targets and deadlines.
- Experience of supporting learner wellbeing and welfare and liaising and managing relevant partner services to meet the needs of learners.
- Demonstrable analytical skills in the presentation and interpretation of information and data.



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- Understand of funding eligibility for learners based on their choice and needs.
- Excellent time management skills and ability to work towards and meet deadlines and targets.
- Excellent interpersonal and communication skills and able to motivate self and others in a challenging environment.
- Excellent digital skills in the use of online platforms and software packages.