



Your job

Job Title: In Work Progression Advisor

Service: Adult Learning and Skills

Grade: G8

Reporting to: In Work Progression Manager

You will support the delivery of Wigan Council's In Work Progression project funded Via GMCA

The In-Work Progression Advisor roles will focus on providing 1:1 support to Wigan residents who are currently in low-paid, insecure, or poor-quality work. The primary goal is to assist these individuals in progressing into better-paid, more secure employment, either within their current role or through new opportunities. The role involves providing personalised 1-1 support, including Information, Advice, and Guidance (IAG), to help participants overcome barriers to career progression.

Mandatory Statement

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will:

In the next 12 months you will:

- Provide 1-1 support to clients supporting them to assess their individual needs and barriers to career progression

- Develop and implement action plans to address these needs, ensuring participants have a clear pathway to achieving their employment goals.
- Offer practical advice and guidance to help participants overcome barriers to securing better employment, including financial, educational, and personal challenges.
- Conduct skills assessments for participants where needed
- Refer participants to appropriate training and upskilling opportunities, working closely with colleagues in the Continuing Education Service and other training providers.
- Develop strong relationships with employment, education and training providers operating within Wigan to ensure high quality standards and access for all.
- Engage participants through a range of creative and flexible methods, including face-to-face, telephone, and online. This will include occasional early evening or weekend meetings to support clients outside of daytime working hours.

On an ongoing basis you will:

- Maintain effective engagement with clients and support their progression into better paid employment or further education and training.
- Ensure the project is fully compliant with expected record keeping within the remit of the project outcomes.
- Maintain strong links with local learning providers and employers.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

In this job you will need:

You must be able to demonstrate the following essential requirements:

- The postholder should hold Professional qualifications to the equivalent of NVQ 4 in Advice and Guidance
- Experience of supporting adults and/or young people, into or within education, employment and training.
- Knowledge of a range of services, including health support, housing, welfare, and financial advice, to ensure participants receive comprehensive support.

- Working knowledge of safeguarding procedures in an Adult context.
- Have strong communication skills; able to build relationships with partners and clients and employers, engender trust to achieve outcomes through building rapport, confidence and motivation.
- Demonstrates perseverance, determination, dedication, resilience, tenacity, is adaptable, innovative, practical and creative.
- Highly developed communication and engagement skills.
- Strong IT skills in relation to record keeping on client databases and accountability.
- Demonstrate an active commitment to promoting and valuing diversity and achieving equality of opportunity for service users
- Hold a current driving license or can demonstrate the ability to travel as required using own or public transport in the most effective manner.
- Willingness to be flexible and adaptable to achieve organisational and individual goals.

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”