



JOB DESCRIPTION

Job Title:	EMPLOYMENT ADVISER (EA)
Hours:	30 per week (subject to confirmation) Permanent after 6-month probation
Area:	Leicestershire
Reports to:	Directors

Main Purpose of Job

To enable adults with a lived experience of mental ill health or substance misuse, ex-offenders and individuals from other disadvantaged groups, obtain and sustain paid employment, voluntary work and learning opportunities through Real Purpose's outreach-based Employment Clinics across Leicestershire. To achieve the hard outcomes targets required by Real Purpose to fulfil its contracts.

Principle Tasks

1. Accept client referrals, assess appropriateness for the Employment Clinic service and other Real Purpose programmes; assist in assessing clients for work-readiness and if not ready to look for paid work, help them to access activities (including signposting/referrals to other providers) to improve their potential of getting a job eg: learning or voluntary work opportunities.
2. Develop individually tailored 'Action Plans' for clients who are eligible for Real Purpose services and who are work-ready or likely to achieve this within a realistic time period.
3. Meet regularly with clients to provide information, advice, and guidance (IAG), support as well as carrying out jobsearch, provide assistance with constructing CVs, completing job applications, interview coaching, etc.
4. Work alongside and utilise contributions of Employment Support Assistants, Interns and Volunteers in client IAG settings, such as Employment Clinics, and provide them with peer support.

5. Liaise with other agencies providing social and health care to clients to support the work of Real Purpose and ensure clients use all available resources to help them achieve the goals in their action plans.
6. Work with clients and their carers, supporters, or advocates to identify the barriers clients face in securing employment and work constructively with the client to overcome or manage these barriers.
7. Identify local employers to be targeted and engaged to provide job opportunities and work placements for clients.
8. Support clients through the process of accessing and sustaining employment with time unlimited in work support after they have been appointed.
9. Work with the Directors to identify opportunities for partnership working and maintain these relationships to benefit our clients and Real Purpose.
10. Help to develop and maintain links with other employment support services and keep abreast of good practice developments.
11. Under the direction of the Directors collect monitoring data for evaluation by Real Purpose.
12. Keep accurate records as required by the Directors, using our CRM (customer relationship management) system and ensure these are timely and complete.
13. Help with the marketing & promotion of Real Purpose and its services to clients, employers and other agencies.
14. Under the direction of the Directors undertake any other task consistent within the scope of the position for Real Purpose's continued success.
15. Adhere to all policies and procedures laid down by Real Purpose.
16. Observe the confidentiality (and protection of data) of clients, employers, and the Real Purpose business always.
17. Be willing to undertake training and learning opportunities relevant to the job.

18. Ensure availability for staff supervision sessions with the Directors, and/ or Senior Employment Adviser and team and members' meetings.
19. Be aware of and comply with the terms of the Equality Act (2010) and treat clients, employers, carers, and others that Real Purpose works with, with respect and dignity, as well promoting equality of opportunities for all.
20. Protect and promote the Real Purpose name and ensure a good quality of service is delivered by you and Real Purpose at all times.
21. **HEALTH & SAFETY AT WORK ACT (1974)**

Attention is drawn to the duties placed on employees by the Health & Safety at Work Act 1974, i.e.

1. To take reasonable care for the health & safety of themselves and of other persons who may be affected by their acts or omissions at work.
2. To co-operate with their employer as far as is necessary to meet the requirements of the legislation.
3. Not to intentionally or recklessly interfere with or misuse anything provided in the pursuance of any of the relevant statutory provisions.

EQUAL OPPORTUNITIES

- Real Purpose will try and ensure equality of opportunities provided and promoted by our organisation. We welcome applications from all communities and actively encourage people from under-represented groups to apply.
- Our belief that everyone has the right to work means we are keen to receive applications from users of mental health or other health & social care services.
- All appointments are subject to the candidate meeting the minimum essential criteria for the position, providing satisfactory references, and completing checks such as a DBS check (Disclosure and Barring Service), although we will accept candidates who are ex-offenders based on their merits.