



EMPLOYMENT ADVISER JOB VACANCY - May 2024

Real Purpose is looking for an **EXPERIENCED EMPLOYMENT ADVISER** to work 30 hours per week (subject to confirmation), on a permanent contract*

£30,000 per annum pro rata. Subject to satisfactory references and Enhanced DBS Check. Working across Leicestershire. Small, friendly dedicated team. Office base in Loughborough and access to County community locations.

APPLICATIONS by CV & Cover Letter
Quick turnaround.

CLOSING DATE: Monday 6th May 2024 midnight.

Initial interview on Teams, Friday 10th May between 11am-3pm 2024.

DUTIES: to work with individuals and/or groups to provide work and learning-related information, advice and guidance, plus support, to achieve contracted employment, volunteering and learning targets and assist our clients to achieve their aspirations and enjoy better lives.

The role requires engagement with employers to build relationships and broker clients into work. You will run outreach-based Employment Clinics (one-to-one advice sessions), managing your own appointments in these community locations as well as on Teams/ Zoom. The role requires effective management of a caseload, maintaining records and doing other admin tasks. You need to be able to liaise effectively with employers, other learning providers, NHS Teams, DWP/ Jobcentre Plus and other support agencies.

REQUIREMENTS: NVQ or equivalent level 3 qualification in IAG (Information, Advice and Guidance) is desirable but relevant experience of delivery is essential, ideally working with adults from disadvantaged groups experiencing multiple barriers to access work or learning opportunities, especially people with lived experience or at risk of mental ill health.

Must be able to achieve targets and work independently to run Employment Clinics or group-based sessions, as well as be a team player. Having the right aptitude is very important in our ethical values driven organisation.

The Job Description and Person Specification can be downloaded from www.RealPurpose.uk/vacancies, or you can email us at info@RealPurpose.uk.



Email CV and a cover letter to info@RealPurpose.uk or post to Real Purpose, LUinc – LUSEP, Holywell Building, Holywell Way, Loughborough, Leicestershire. LE11 3UZ.
No late applications accepted.

If you wish to discuss the post informally please phone Peter Smith, Director, at the Real Purpose office on **0800 688 9938** or peter@RealPurpose.uk.

REAL PURPOSE is a not-for-profit social enterprise which provides back-to-work and learning services for local people from disadvantaged groups. **We are an equal opportunities employer, disability-confident committed and welcome applications if you use Real Purpose services.**

*The post is subject to successful completion of 6 months' probation.

