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**Building Better Opportunities** is a project funded by Big Lottery and the European Social Fund and is designed to help those people who are furthest removed from the labour market to support them back into employment. It provides a range of activities to build people’s confidence and aspirations as well as putting in measures that will help remove barriers to employment in areas such as health, finance, social exclusion and digital.

**Building Better Opportunities in Tamworth** Landau Ltd are seeking to appoint a Lead Employment Adviser to support the delivery of the Building Better Opportunities Programme. This post is funded through the European Social Fund and the National Lottery through the Big Lottery Fund.

The post holder will lead the Landau BBO service delivery and will be working in a variety of locations to support participants on the BBO Project to move towards improving their skills and securing employment. You will be responsible for meeting key targets and outcomes on the project and will report directly to the Employment Services Manager.

Experience in a similar role is essential, and some knowledge of the Voluntary Sector would be useful. Applicants should have the ability to establish a rapport with people who may have complex and multiple barriers that prevent them from moving forward. Knowledge of the local jobs market and initiatives that support people into employment is desirable.

Establishing effective relationships with participants, local employers and stakeholders you will monitor progress against key milestones and will organise the appropriate support, training and work experience as required. We need individuals with attention to detail, great organisational, negotiation and communication skills together with the ability to be flexible and adaptable. You will need to be pro-active, resilient, and not afraid of having difficult conversations or managing conflict. The core base will be Tamworth, but much of the work will be out in the community so a full driving licence and access to a car is essential. The posts also require an enhanced DBS disclosure.

**Interested applicants should contact Carole Moreton, HR Officer on 01952 245015 request the Job Specification, Job Description and application form detailing their experience, suitability to the post and future commitment to the project implementation and delivery.**

* Fixed term post until 31st December 2019
* Part-time post 21 hours a week (3 days a week)
* Salary £25k pro-rata
* Closing date: 10.12.18
* Interview date: 13.12.18
* The post will commence on the successful candidates earliest available date