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**Job Description**

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| **Job title:** | Lead Employment Adviser |
| **Location:** | Tamworth |
| **Responsible to:** | Employment Services Manager (ESM) |
| **Responsible for:** | Coordinating the BBO project delivery as part of the Evolve partnership for Staffordshire. |

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| **Job purpose**  To coordinate the development, delivery, evaluation and monitoring of the Landau delivery for the Building Better Opportunities Programme in Tamworth. The post holder will be responsible for leading the service delivery to ensure the Landau provision meets the requirements for the project and delivers an effective and quality provision that meets the needs of the target groups identified, engaging participants, employers and other stakeholders, to successfully achieve programme outputs and outcomes.  This post is part of the Building Better Opportunities programme lead by Steps to Work in Staffordshire and is funded by the Big Lottery and the European Social Fund as part of the 2014-2020 European Structural and Investment Funds Growth Programme in England. |

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| **MAIN DUTIES** | |
|  | To establish effective working relationships with the appropriate referring agencies and stakeholders to secure eligible and appropriate referrals to the Landau provision |
|  | To ensure participants are eligible according to ESF and Big Lottery standards to enable timely and efficient claiming of funds |
|  | To lead on the design and development of the Landau programme to meet the needs of participants and the requirements of the funding including the Personal Employment Plans, training and support needs |
|  | Undertake programme delivery activities including running short courses, for skills or personal development and tailored sessions to meet local need and project outcomes |
|  | To liaise and build effective relationships with local employers and businesses on order to set up suitable work based training for participants |
|  | Undertake detailed job analysis with participants to ensure effective job match and negotiate paid employment for participants where appropriate |
|  | To ensure that the Landau programme is timely, effective and efficient offering value for money and operating within budgets |
|  | With support from the wider Landau team and Steps to Work, put in place and monitor the appropriate KPI’s and targets for the Landau provision |
|  | To monitor and evaluate the Landau provision by means of participant feedback, reviews, referring agency and employer feedback and to adjust the delivery as needed to ensure good practice and improve outcomes for participants |
|  | To ensure that participants are referred appropriately to other provision and support if required within the BBO Project and that correct procedures are followed when participants complete the Landau provision |
|  | To feedback to the CEO and ESM information on delivery progress, highlighting performance trends and developing measures to be implemented to avoid risk to the project |
|  | Any other duties required for the BBO Evolve programme |
|  | To support the ESM to manage relevant project performance targets to include individual and team targets. Implement any necessary support measures to ensure improvement where appropriate |
|  | Use a variety of software packages such as Microsoft Word, Outlook, PowerPoint, Excel, Access etc. to produce correspondence, presentations, records, spreadsheets and databases |
|  | Demonstrate professional standards in the provision of information, advice and guidance, in line with Landau’s commitment to the Matrix standard |
|  | Deal professionally and proficiently with enquiries from colleagues, partner providers, business contacts etc. |
|  | Attend and contribute to regular 1:1’s |
|  | Organise and prioritise own time and responsibilities effectively |
|  | Act in a professional manner at all times, ensuring that Landau is presented in a positive manner. |

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| **OTHER** | |
| **1.** | Work in collaboration with all staff teams across Landau to ensure effective cross-working to meet the objectives of the charity |
| **2.** | To represent the service delivery team and Landau at appropriate local, regional and national vents and meetings as required |
| **3.** | Keep abreast of developments in local, regional and national skills and employment provision supporting vulnerable groups |
| **4.** | Take responsibility for own personal development and acquisition of new skills and knowledge in line with the changing needs of the role and the charity |
| **5.** | To contribute to team and departmental meetings as required |
| **6.** | To promote the charity in a positive and professional manner |
| **7.** | To provide support to organisational staff and the Charity Manager as required |

Post holder may be required from time to time to undertake other duties, not specifically mentioned in this job description, but within levels of their salary scale. On occasion there may be travel and work in unsocial hours

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| **Prepared By:** | Carole Moreton HR Officer |
| **Date:** | November 2018 |

The Company reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Company’s business.