



Lancashire
community
finance

Job description – Employability Advisor

Lancashire Community Finance is an award-winning not-for-profit community organisation. We provide a range of community-based services to help local people achieve economic, financial and social inclusion. Our work takes a holistic approach, where we have a track record in delivering high-quality support.

We are currently recruiting for an Employability Advisor to join our team. You will provide tailored employment support to economically inactive individuals to address barriers to gaining employment with personalised support for individuals to achieve and sustain work, including supported job searching, restoring self-confidence for work, and skills development.

Salary: £25,940 - £29,910 per annum FTE, dependent upon experience and qualifications.

Hours: 28 hours per week (days and hours to be agreed with successful candidate).

Location: office-based in Preston city centre with outreach delivery as required.

Type: fixed-term contract, initially until 30 April 2024 with the possibility of extension dependent upon funding.

Key responsibilities:

Participant Recruitment and Registration

- Build and maintain strong relationships with JobCentre Plus and other relevant Partners through regular telephone contact, visits and newsletters as appropriate to ensure eligible participants are aware of our services and to generate referrals to the project.
- Register and induct participants to the project in accordance with eligibility criteria.

Initial Engagement

- Identify participant goals, aspirations, motivators and barriers in order to co-produce a tailored action plan to progress the participant through their journey, with sustainable employment as the goal.
- Liaise with relevant Partners to access and develop a sustainable network of support to overcome participants' barriers / meet support needs in full.

Participant Progression

- Identify and support participants' job and / or education & training goals using varied techniques and deep level questioning to assist with progression.
- Motivate, encourage and empower participants to achieve their goals by addressing the barriers / support needs identified.
- Develop participants' job search strategy and skills by assisting with tailored job searching, CV creation (e.g. tailored CVs to job goals), interview techniques and identification of job related quantifiable skills.
- Regularly review and develop the action plan, ensuring that all soft and hard outcomes and goals are captured, monitored and developed.

Vacancy Development

- Sell the benefits of the project, or a specific participant to employers to achieve placement opportunities, work trials and vacancies.
- Identify appropriate employer and training contacts, then develop and maintain relationships as a source of employment and training opportunities for participants.
- Work with local, regional and national employers to identify the right opportunities for participants needs.

Who we're looking for:

We are looking for someone who is enthusiastic and passionate about helping people to achieve their full potential.



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The successful candidate will have:

- Relevant recent experience of providing advice and guidance within the Employability sector
- Experience of working with external partner organisations and other stakeholders to promote services
- Effective diary and time management skills to facilitate good management of a caseload
- The ability to listen actively, asking appropriate questions to establish participants' needs and identify a course of action
- Excellent communication skills, both in writing and verbally, capable of dealing with participants in a professional, friendly and positive manner
- The ability to follow policies and procedures, with strong organisational skills that help to meet deadlines, prioritise own work and support others
- Strong computer skills, able to quickly gather, research and accurately record information

LCF embraces diversity and equal opportunity in a serious way. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. We celebrate difference and encourage everyone to join us, and be themselves at work.

To apply please submit a covering letter summarising your suitability for the role along with your CV to info@lancashirecommunityfinance.co.uk

Applications without a cover letter will not be considered.

Applications will be reviewed on a rolling basis; the vacancy will close as soon as we successfully appoint and so we advise applying as early as possible.