

Position:	BOOST UK-SPF Employment Adviser
Department/ location:	Barnet, Greater London Primarily based in Cricklewood, Childs Hill, but will also be required to travel to Burnt Oak and other venues. (TBC) across the borough. Some hybrid-working/ working from home is an option.
Reports to:	UK SPF Programme Manager
Staffing responsibilities:	None
Application Deadline:	By Midnight, (23:59pm) on Sunday 21st January 2024 *Successful applicants can expect to be called for interview W/C Monday 22 nd January We expect the post to start on Thursday 1st February
Contact and how to apply:	Please send your CV to ukspfboost@barnet.gov.uk
Additional Information:	Salary rate: £26,000 – £28,000 (depending on experience) Contract: 1 Year fixed term contract

Overview of the Role:

As an Employment Advisor at BOOST, you will be responsible for supporting unemployed residents in the Barnet UK Shared Prosperity Fund (UKSPF) program to progress towards employment.

Your role will involve providing guidance and support to participants, helping them overcome barriers to employment and realise their job-related goals.

You will also assess participants' strengths and abilities and collaborate on action plans to facilitate their employment objectives.

Additionally, you will provide support and referrals to vulnerable participants by connecting them with appropriate partner organisations for additional services, as required.

Your approach to this role should embrace a blended delivery method, combining face-to-face interactions with remote support, which may involve working from different locations and utilising various digital platforms.

Managing a caseload of participants is part of your responsibility, involving coordination of support, service delivery, partnership engagement, and monitoring of outcomes.

When additional needs are identified, you will offer guidance, make recommendations to referrers, and ensure that appropriate support is provided.

Your role also entails building effective relationships with clients, helping them build confidence and resilience, which is fundamental to their successful journey towards employment within the UK-SPF program.

Main duties and responsibilities:

- ▶ Manage a (CRM) caseload of participants requiring additional support prior to entering employment.
- ▶ Maintain participant records in line with contract and funding requirements.
- ▶ Ensure regular contact is maintained with your clients and recorded for the duration of the program.
- ▶ Provide advice and support and monitor engagement and progress in line with agreed action plans.
- ▶ Provide feedback to referrer on engagement and any new needs identified.
- ▶ Use triage assessments and skills analysis to support and prioritise the needs of participants.
- ▶ Refer participants to internal and external advice, guidance, and support in line with their tailored action plan.
- ▶ Provide onward referrals and signposting.
- ▶ Participate in case conferencing and other learning activities to help improve the service provided to clients.
- ▶ Maintain an up-to-date knowledge of the local labour market, training opportunities and relevant support agencies.

Other:

- ▶ To be a positive role model to members of the team and colleagues
- ▶ To ensure compliance with Health and Safety policies and procedures
- ▶ To promote equal opportunities and customer care in full compliance with Barnet Homes policies and procedures
- ▶ To work flexibly as required which may include working outside of normal hours.
- ▶ To follow safeguarding procedures and policies
- ▶ To treat client information with respect and adhere to Data Protection standards and company policies at all times.

General Obligations:

Performance Management:

Ensure that performance targets are met and a culture of performance management, customer care, value for money and resident / service users' empowerment is embedded across the Group.

Flexibility:

Work flexibly to perform work not specifically referred to above but falling within the scope and grade of the post.

Health and Safety:

All employees have a legal duty to ensure the health and safety of people at work and members of the public in premises or sites controlled by The Barnet Group in accordance with safety legislation and The Barnet Group safety policy.

The Barnet Group's Commitment :

Deliver our commitment to equality of opportunity in the provision of services and as an employer

Promote equality in the workplace and in our services.

Demonstrate commitment to a culture of safeguarding children, young people and vulnerable adults.

Person Specification: BOOST UK-SPF Employment Adviser

Education, Qualifications, Memberships:

- ▶ GCSE level education or equivalent through training/experience

Experience required:

Candidate must have the following experiences:

- ▶ Experience of working with customers in an Employability context.
- ▶ Experience of delivering to specified targets, quality standards and compliance measures.
- ▶ Experience of working with individuals in relation to employment, wellbeing, benefits, or housing advice.
- ▶ Experience of achieving individual and team performance targets.
- ▶ Experience creating CVs and cover letters for clients, as well as facilitating interview skills and CV writing workshops, in-person or virtually.

Skills, Knowledge & Abilities required:

Skills:

- ▶ Excellent verbal and written communication skills. Able to write clear, detailed Exit reports for participants.
- ▶ Excellent presentation skills.
- ▶ Attentive to detail with strong data entry skills
- ▶ Skilled in creating CVs, cover letters, and preparing participants for interviews (Using the STAR method or similar)
- ▶ Good administration, IT, and organisational skills with good experience of using MS Office 365 software, Excel, Word and PowerPoint, and Microsoft Teams.
- ▶ Organised and disciplined in managing calendar and tasks.
- ▶ Proficient with Outlook for scheduling appointments and activities.
- ▶ Eager to learn new knowledge and continuously improve skills.
- ▶ Solutions focused with ability to work under pressure.
- ▶ Flexibility to cope with the varying demands of the role, managing time effectively to achieve the desired results.

Knowledge:

- ▶ Knowledge of the local labour market
- ▶ Knowledge of benefits system
- ▶ Knowledge of local health and wellbeing services

Abilities:

- ▶ Ability to manage, support and review a caseload to achieve targets and participant progression.
- ▶ Ability to problem solve and respond appropriately to a variety of situations.
- ▶ Ability to help people to take ownership of their goals and actions.
- ▶ Ability to work remotely using a range of digital channels including phone, Microsoft Teams, video conferencing, instant messaging and email.
- ▶ Ability to work independently with own initiative as well as collaboratively as part of a team.

Personal Attributes:

- ▶ Passionate and enthusiastic
- ▶ Well-organised
- ▶ Empathetic and good with people
- ▶ An open mind to trying new things and good at finding solutions.
- ▶ Respectful of others
- ▶ Wants to make a difference.
- ▶ Fun and friendly people-person

- ▶ Great communicator
- ▶ Takes ownership.
- ▶ Stays professional under pressure Empathetic and good with people.
- ▶ An open mind to trying new things and good at finding solutions.
- ▶ Respectful of others

The BOOST Values

- ▶ Take Ownership: if you see it, sort it.
- ▶ No One left behind – we help everyone regardless of difficulty.
- ▶ Don't judge: People's lives are complicated.
- ▶ It's OK to try and fail as long as we learn – we can't succeed without trying something new.
- ▶ Keep it Simple – Look for the easiest practical way to help.
- ▶ Do at least one thing that makes a difference – take action.

The Barnet Group Values	Behaviour Indicators
▶ Show respect	▶ Treat other people as you wish to be treated yourself
▶ Find solutions	▶ Think outside the box, and be innovative
▶ Make a difference	▶ Go the extra mile to show your customers you really care
▶ Be person-centred	▶ Treat everyone you meet as an individual – one size does not fit all

About us:

BOOST is part of The Barnet Group working in Partnership with Barnet Council to provide employment support, skills development, and general benefits advice to residents within the London Borough of Barnet.



Our main service locations are in Burnt Oak Library, Childs Hill in Cricklewood and at The Old Library on the Grahame Park Estate, although we also deliver Outreach services at several locations including Chipping Barnet Library and at some local Foodbanks within the Borough.

We use a person-centred approach to understand our clients' circumstances, helping them to overcome obstacles, remove barriers and develop the confidence and skills to make positive change to attain sustainable employment.

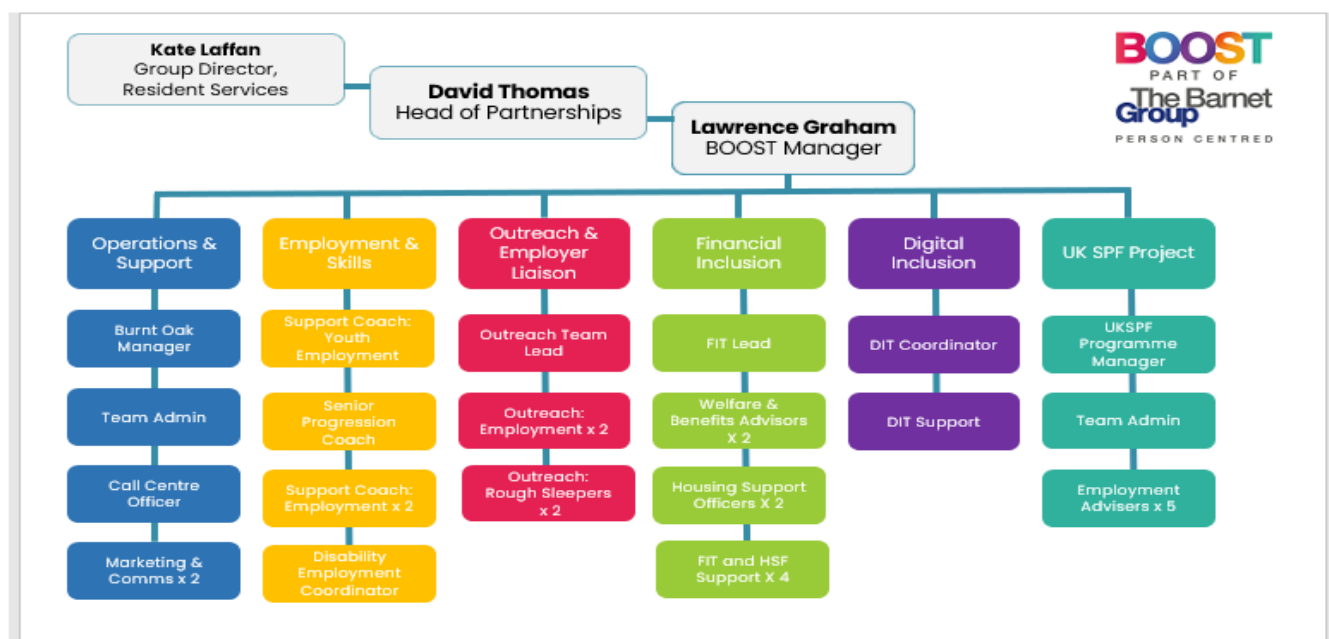
Our Mission

Empowering clients to move forward to positive change. We use a person-centred approach and treat every client as an individual. We work to understand personal circumstances and difficulties. We believe that, wherever practical, being in work is the best route to that positive change.

Our Goals

Our goal is to develop the individual. We do this through building confidence, identifying skills, and giving practical support with creating CVs and searching and applying for jobs. Working with a network of partners we help clients remove barriers and get specialist help where needed.

BOOST Organisation Chart



The UK Shared Prosperity Fund

"This government's central mission to level up the whole of the United Kingdom is about many things. It is about levelling up opportunity and prosperity and overcoming deep-seated geographical inequalities that have held us back for too long.

It is also, fundamentally, about levelling up people's pride in the places they love and seeing that reflected back in empowered local leaders and communities, a stronger social fabric and better life chances.

This is our vision and ambition for the new £2.6 billion UK Shared Prosperity Fund (UKSPF), which succeeds the old EU structural funds. This money will go straight to local places right across England, Scotland, Wales and Northern Ireland to invest in three local priorities: communities and place, support for local businesses and people and skills".



**Funded by
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