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**Job Title:** Employment Adviser

**Reporting to:** Services Manager

**Salary:** £11.36 per hour

**Hours:** 22.5 – 25 hours per week - negotiable

**Location:** Based at My Sight Notts, 26-28 Heathcoat Street, Nottingham, NG1 3AA but with travel across Nottinghamshire and Derbyshire

**Contract:** 18 months fixed term contract

**Job Purpose**

To provide information, advice and guidance on issues relating to employment for

people with sight loss living in Nottinghamshire and Derbyshire (including Derby city

and Nottingham city). You will support individuals who are seeking:

* To gain paid employment
* To retain existing employment through sight loss
* To increase skills to move nearer to employment
* To increase confidence to move nearer to employment

This will involve working with external parties including employers, recruitment agencies, other sight loss organisations, DWP, ACAS, local authorities and healthcare services. You will also work with other staff across My Sight Nottinghamshire.

**Main Duties**

**Recruit, assess and provide short term one to one support to unemployed people with sight loss looking to find permanent employment.**

* Recruit service users through My Sight Nottinghamshire, Sight Support Derbyshire, DWP Disability Employment Advisors, local authorities, health organisations, other sight loss organisations, community groups and employability services
* Carry out assessments to decide the suitability of service users for the employment support and, if appropriate, signpost to more relevant support – internally or externally
* Improve employability prospects by creating bespoke action plans and support service users to follow these through
* Provide face to face, telephone, video calling and email support as appropriate
* Travel across Nottinghamshire and Derbyshire where appropriate to support service users that may not be able to come in
* Monitor the progress of service users and record accurate, objective case notes as well as raising any safeguarding concerns with the Designated Safeguarding Lead at My Sight Notts
* Signpost service users to appropriate training
* Support service users to apply for training, volunteering opportunities and jobs and through the interview process (including CVs, application forms, interview skills) as well as supporting the transition from welfare to work including transfer from unemployment benefits to in work benefits
* Work to targets set by the Services Manager
* Report back to the Services Manager on outputs and outcomes

**Support and advocate for service users who are already in work and have lost or are losing their sight**

* Provide advice, guidance and signposting for those concerned about how their sight loss will affect existing employment
* Advocate for service users if requested at meetings with employers
* Liaise with employers, if requested, to support the employer to retain their employee
* Enable service users to acquire support from Access to Work

**Work with other organisations and staff within My Sight Notts to create, promote and deliver employment related projects**

* Work with the Volunteer Coordinator to support service users into meaningful volunteer placements to support them with skills development and confidence
* Assist with the planning and running of events related to employability and sight loss
* Provide support to employment related projects such as mentoring, working groups, workshops, research and campaigns
* Undertake administrative tasks for service promotion, project planning, monitoring and evaluation and report writing
* Build relationships with internal and external organisations to work collaboratively to improve employment opportunities for people with sight loss

**Any other duties deemed appropriate by the management team**

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**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualification and Knowledge** | A good standard of education to GCSE level or equivalent  Proficient use of Microsoft Office packages  Basic knowledge of the current welfare system including job seekers allowance, employment and support allowance, working tax credits, universal credit and housing benefit | Awareness of assistive technology and reasonable adjustments made for people with disabilities in the workplace  Commercial awareness of the needs of employers and methods of recruitment  Awareness of services available to people with sight loss  Awareness of generic barriers that prevent people with sight loss from accessing employment |
| **Experience** | Experience of delivering advice and guidance services to marginalised people  Experience of working with adults with disabilities (voluntary or paid)  Experience of delivering training  Experience of working with other local organisations or partnership work | Experience of supporting people into employment or employment related services  Experience of supporting people with sight loss |
| **Skills and Attributes** | Ability to deliver excellent customer service  Ability to empathise with those low in confidence and motivations and able to help build resilience and determination  Good organisational skills or proven ability to organise activities  Ability to influence partners and network effectively  Be willing to work flexible hours including evenings and weekends if required and agreed in advance  Be able to work with minimal supervision  Be able to travel independently  Be willing to undertake an enhanced DBS check |  |