

## Action in rural Sussex

Charity name: Sussex Rural Community Council

### Job Description

<b>Title:</b>	<b>Employment Support Advisor</b>		
<b>Grade:</b>	<b>6</b>	<b>Scale Points:</b>	<b>27-30</b>
<b>Salary Scale:</b>	<b>£22,730 to 25,220 (pro rata for part-time staff)</b>		

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**Purpose of the post:** To contribute to AirS' objectives in delivering the Work Programme, by providing advice and support to unemployed customers and helping them back into work via one to one and group work and brokerage with employers

**Accountable to:** Social Inclusion and Employment Team Leader

**Staff responsibilities:** No direct reports, but responsible for liaising with subcontractors as required

**Key Accountabilities:** The post-holder will be responsible for:-

- Effective management of a caseload, as referred to AirS and organised by geographic area
- Delivering one to one support to customers, in person and by phone/email/web
- Supporting customers to create and achieve personalised action plans
- Facilitating peer support and networking mechanisms for rural people on the Work Programme
- Facilitating work brokerage, including apprenticeships and self-employment
- Provide in-work support to customers and employers as appropriate
- Identify and manage a caseload of companies to identify vacancies and work placement opportunities
- Provide ongoing advice and support to companies to facilitate the placement of potential employees
- Brokering expert support from colleagues or other organisations
- Providing effective geographic coverage for customers on the programme in the rural areas to be agreed
- Attending project meetings and contributing to continuous improvement of the programme, including sharing learning in the appropriate forums and co-design approaches to programme delivery
- Delivering work according to the required performance management procedures, including on time and within budget
- Maintaining appropriate and timely records as required by the contract

- Complying with data security and other confidentiality requirements as required by the contract
- Complying with AirS and Work Programme policies and procedures
- Contributing to the overall work of the organisation to include attendance at team meetings, Away-Days and Airs Annual Conference.

**Health & Safety:**

To uphold AirS Health and Safety requirements, particularly by following agreed codes of practice and safe methods of working.

To fulfil personal responsibilities with regard to AirS' Health & Safety, Lone Working and Risk Policies.

To comply with the Health & Safety policies and arrangements which are in place to ensure that staff and others are safe and communication is effective.

**Equal Opportunities:**

To uphold AirS Equality of Opportunity Policy.

**Statement of Flexibility:**

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence, and are likely to be a particular feature of the Work Programme. Team working and individual personal development are key to AirS' success in delivering its business aims and objectives. All staff will therefore be expected to have a flexible attitude in responding to new priorities and opportunities as they arise.

**Hours per week:**

21 hours a week (to be agreed)

**Location:**

This post is based in Lewes and locations in East and West Sussex.