

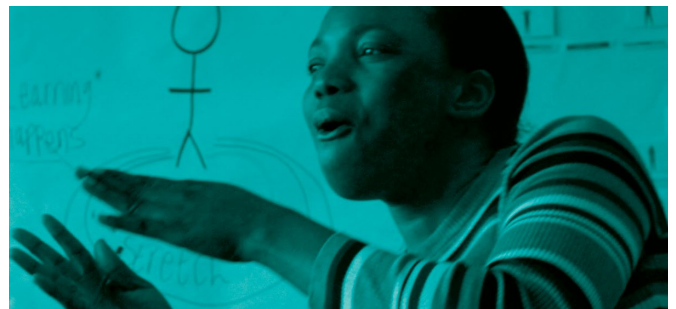


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WORKS BETTER ADVISOR - HUDDERSFIELD

Vacancy



Proper Job is a theatre company based in Huddersfield. As well as touring theatre we use our creative skills to help, support and develop individuals. We do this through our **LAB Projects** which run in Kirklees, Manchester and Calderdale. In October 2019 we started a new employability project; **Works Better**. We are now looking for a **Works Better Advisor** to join our team.

We are looking for an enthusiastic, hardworking individual with a positive outlook who would like to join our team in Huddersfield. The right person will be dynamic and have the ability to easily create rapport with a diverse range of individuals. A genuine desire to help others is needed.



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WORKS BETTER ADVISOR ESF AND WORKS BETTER

Part time, 3 days (22.2 hrs p/w)

Fixed term to October 2023

Salary: £25,000 pro rata

A vacancy has arisen to work within our Huddersfield team as an advisor on the **Works Better** programme, which is delivered by Proper Job Theatre Company and the Fusion Paddock Partnership alongside Kirklees Council.

Works Better aims to engage unemployed people from the most disadvantaged wards in Kirklees and prepare and support them into sustained employment.

The post holder will:

- Support people to overcome the barriers and problems they face when seeking employment
- Provide quality 1:1 advice and guidance
- Develop people's employability skills

Benefits include:

- Generous holiday entitlement: 30 days annual leave
- Employer's pension contribution is 3% of salary



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APPLICANTS MUST SUBMIT A CV AND COVERING LETTER EXPLAINING WHY THEY ARE APPLYING FOR THE POST AND THEIR SUITABILITY

A job description is included within this document, along with guidance notes for applicants.

Email your application to chloe@properjob.org.uk or send by post to:
48a Byram Arcade, Westgate, Huddersfield, HD1 1ND

THE CLOSING DATE IS FRIDAY 22nd APRIL, 5pm

**INTERVIEWS PLUS AFTERNOON ACTIVITY, TUESDAY 26th APRIL AT
PROPER JOB (48a Byram Arcade, Westgate, Huddersfield, HD1 1ND)**

Proper Job has a commitment to safeguarding children and adults at risk and will ensure that all its policies reflect this. This recruitment is taking place under our Equality, Diversity and Inclusion Policy and Procedures.

An enhanced DBS check will be required.

GUIDANCE NOTES FOR APPLICANTS

HOW TO APPLY

To apply for a vacancy with Proper Job Theatre Company please submit your CV along with a covering letter (no more than 2 sides of A4) explaining why you are applying for the post and your suitability.

Applications cannot be considered after the closing date. If you are posting your documents please put sufficient postage on (ie large letter stamp) as failure to do so may result in them not being received. Post to: 48a Byram Arcade, Westgate, Huddersfield, HD1 1ND

Electronic applications must be emailed to chloe@properjob.org.uk

GENERAL DATA PROTECTION REGULATIONS

The information submitted by applicants will be held and used by Proper Job Theatre Company in accordance with the provisions of the above Act and all relevant subsequent legislation. This information will be held and processed for the purposes of personnel / payroll administration and statistical business analysis. The information will be stored manually and electronically and disposed of after 6 months if application is unsuccessful.

If information provided on a CV and/or covering letter is incorrect or contains false statements this would render the applicant liable to summary dismissal.

DISABILITY CONFIDENT EMPLOYER

Proper Job Theatre Company strives to increase disabled people's access to work. We are a disability confident employer which means we guarantee interviews for suitably qualified disabled applicants who meet the minimum standard for all essential criteria in the employee specification. Therefore please tell us in your covering letter if you consider yourself to be disabled.

If you have a disability, please indicate whether you would need any arrangements to be made if you were invited to an interview.

Please give details of any adjustments that would need to be made in order for you to carry out the duties of the job if appointed.

EQUAL OPPORTUNITIES POLICY

Proper Job Theatre Company is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion or belief, sexual orientation, gender reassignment, responsibilities for dependants, age, physical/mental disability, marriage or civil partnership, pregnancy or offending background.

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Proper Job complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

JOB DESCRIPTION

Proper Job Theatre Company

Job Title: Works Better Advisor, Works Better Team

Location: Huddersfield and Kirklees wide

Responsible to: Works Better Lead

Proper Job Theatre Company are looking for a dynamic and enthusiastic person to join our team. The role will require someone who can build rapport easily and have the ability to stand in other people's shoes. We are looking for someone with a genuine desire to help others.

Main Objectives: To work as part of the Works Better Team, supporting clients to move into employment and training.

This post will be to work as a Works Better Advisor (WBA) on the Works Better (WB) Programme Kirklees which is delivered by Proper Job Theatre Company (PJTC) and Fusion Paddock Partnership (FPP) alongside Kirklees Council. WB aims to engage unemployed people from the most disadvantaged wards in Kirklees, prepare and support them into sustained employment.

Key Responsibilities and Duties:

1. To be a friendly, supportive and challenging advisor to every client you work with.
2. To support clients in achieving employment outcomes including accessing adequate support services which meet their needs.
3. To carry out client assessments and develop personalised action plans within specific time scales.
4. To work with clients and in partnership with employers and external support providers in obtaining outcomes evidence for client progressions.

Role Specific Duties:

1. To meet with clients and undertake eligibility, employment and learning assessments.
2. Support clients to raise their aspirations and self-confidence both in one-to-one and group settings. This activity will take place in a variety of settings including outreach locations.
3. To provide information, advice and guidance on career, learning and employment options for the clients through intensive and sustained support.
4. Encourage and support clients' contact with Jobcentre Plus.
5. To obtain local information on employment events, labour market provision, training and job opportunities that will assist clients to meet their required outcomes.
6. Support clients to identify suitable job opportunities, complete CVs/applications and prepare for interviews including digital skills if required.
7. Liaise with KMC Works Better Job Connectors and Employment Support Officers to provide client updates and progress.
8. Provide support for those in employment for up to six months to manage their transition into work.
9. Regularly update electronic case records and administrative systems for the purpose of continuity of case work, monitoring and information retrieval.

JOB DESCRIPTION

Job Description:

1. To actively contribute to the collection of evidence for client outcomes within agreed deadlines.
2. To promote Works Better and to ensure that local people are receiving the support they need to achieve their required employment outcomes.
3. To actively promote the Works Better scheme and build working relationships with external community organisations and providers.
4. Attend regular project and other relevant Proper Job meetings.
5. Attend training courses and seminars as and when needed to increase knowledge and further professional development.
6. Work collaboratively with housing, education and learning services to support clients holistically.

This job description reflects the present requirements of the post. As duties and responsibilities develop and change, the job description will be reviewed.

This job description cannot cover every issue or task that may arise within the post at various times and the post-holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document.

This job description does not form part of the contract of employment.

For more information about Proper Job Theatre Company and Works Better please visit our website

www.properjob.org.uk/works-better