



**Job Title:** Employment Advice Officer

**Location:** Cannock to cover BBO Evolve Areas (Building Better Opportunities Project/Evolve) Staffordshire Region – fixed term contract until 30/09/21 subject to funding

**Salary :** 36 hours per week

**Accountable to:** Employment Programmes Manager

### **Overall Purpose of the Job**

1. To register, assess and induct all new visually impaired (VI) clients and clients with other disabilities/barriers to ascertain their aspirations, skills and abilities to prepare a personal profile and development / action plan.
2. To plan, delivery and develop a wide range programme of pre-employment and soft skills training, life skills, social and recreational activities to move clients into employment, education and to become economically active.
3. To deal with the barriers to employment and social exclusion including raising awareness of VI and disability issues to local businesses and matching clients to vacancies.

### **Principal Accountabilities**

1. To manage the project being the point of contact with the Lead Organisation, managing own workload to meet agreed outcomes and outputs.
2. To meet service users to undertake assessments to identify the options available to meet their needs associated with their visual impairment or disability and barriers into employment.
3. To develop a personal centred support plan based on needs which will be time limited, review led and meet specific performance indicators, outcomes and outputs.
4. To plan and deliver a wide range programme of practical life skills training and activities, including transport, personal presentation, social, recreational and numeracy and literacy.
5. To plan, deliver and develop a range of pre-employment training to include financial and soft skills.
6. To undertake comprehensive case recording including case notes on service users.
7. To refer to other Beacon services as required and link with other project members to ensure all services are available to each individual.
8. To provide professional advice and assistance to the service users, refer to partner organisations and sign post them on to other services when necessary.
9. Ensure that reviews and monitoring are carried out across the services to guarantee that the needs of service users are met in line with Lead Organisation requirements.
10. To liaise with a variety of professional bodies for and on behalf of the Beacon and service user
11. To produce marketing material for the project and give talks, sight awareness and presentations to local employers, groups and other stakeholders
12. To visit local employers to raise awareness of sight loss issues and other disabilities; the capabilities/benefits of employment people with VI or other disabilities; aids & adaptations and adjustments available and match client to job vacancy.
13. Ensure regular administration, keep files up to date, send out correspondence to service users and/or their representatives and/or external and internal contacts.



14. To deal with all financial aspects of the project, such as recording expenditure, keeping receipts, proof of purchase maintain the budget and make claims as required.
15. Attend meetings, audits and networking events as required by the Lead Organisation.
16. Keep up to date with any changes in legislation and other relevant support services and ensure that effective communication is maintained with other professionals.
17. Maintain appropriate and confidential records of contact with clients and assist in the production of reports and statistics as required.
18. To improve skills and knowledge by participating in personal development as appropriate and attend appropriate workshops and other events as required by the Lead Organisation.
19. To work in accordance with organisational policies and practices including Health and Safety and Equal Opportunities.
20. Undertake any other BBO specific duties as may be required within the scope of the post.

#### **Confirmation of Agreement**

**I have read, understood and agree, to the above terms and conditions of my job description.**

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

[This post is funded through the European Social Fund and the National Lottery Community Fund](#)