
JOB DESCRIPTION

Job title: Employability Consultant

Function: Operations

Reports to: Performance Manager

Salary: £25,000 - £27,000 per annum

Location: Islington, Camden, Westminster, EC1 City of London

Closing Date: 24 November 2019

Interviews: Week commencing on 25 November

PURPOSE OF YOUR JOB

Kennedy Scott has been supporting people to achieve their potential and progress in their careers and lives for 30 years.

We are committed to maintaining this strong level of performance, while striving to find new ways to deliver even better services to those we support. We are on an ambitious growth footing and are keen to work with those with the same aspirations and values as ourselves.

We believe our core values and mission statement are at the heart of our business.

We are looking for an experienced Employability consultant to work on our Journey 2 Work programme supporting participants from 40+ to progress towards employment

PRINCIPAL ACCOUNTABILITIES / KEY RESULT AREAS

- Assessing needs and barriers of participants through SMART action plans and a needs assessment
- Registering participants from Jobcentre and other partners referrals
- Supporting participants into training, work placements and employment
- Tracking and recording customer outcomes and activities on the CRM system
- Coaching and providing employer led advice and guidance to participants
- Working to targets and deadlines as set out by contract profiles
- Building and maintaining relationships with local employers to secure job opportunities for the participants
- Providing ongoing in work support to participants
- Sign-posting participants to a range of organisations which support participants with overcoming a diverse of barriers to employment

KNOWLEDGE AND EXPERIENCE

- You must have at least one years' experience in the employability work or training sector
- Experience of working towards individual based targets and achieving high outcomes
- Excellent Customer Service Skills
- Experience/training in working with people with diverse barriers to overcome them for customer to secure employment
- Experience in meeting and exceeding targets
- Flexibility and adaptability to change – the role will include some outreach
- Innovation and ideas delivery individually and in staff forums

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- Experience in employer engagements and reverse marketing
- Highly motivated individual
- Confident in use of MS Office, MS Word, MS Excel and Outlook.
- Excellent organisational and time management skills
- Attention to detail
- Knowledge of Safeguarding Processes.

HOW TO APPLY

If you are interested in this vacancy, please email your CV with a short covering letter on why you think you fit the role to jorge.garcia@kennedyscott.co.uk

To find out more about Kennedy Scott visit <https://www.kennedyscott.co.uk/>