

**Job Description**

**Job Title: IPS Employment Advisor**

**Reports to: Employment Development Manager WWTW**

**Based at: Your normal place of work with be the RBL Pop In Centre, Birmingham. Travel across Birmingham will be required.**

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| **Job Purpose** | To deliver IPS employment support (advice, guidance and mentoring) to vulnerable veterans to enable them to overcome the challenges of transition and achieve sustainable employment, as part of an active, independent and fulfilling life. |

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| **Primary Responsibilities**  | **Employment Support*** Deliver IPS (person-centered) employment support to service users, enabling them to attain appropriate and sustainable employment.
* Support service users to identify their challenges and barriers to employment and develop strategies to enable them to overcome these.
* Coordinate all aspects of employment and vocational support designed to equip the veteran to successfully move towards the civilian job market, and enter or re-enter employment. Support should include:
	+ Assessment of vocational and employment needs.
	+ Career guidance to enable a vocational development plan to be agreed.
	+ Advice and access to appropriate training and adult education provision.
	+ Tailored employment support, including job search techniques, CV writing and interview preparation.
* Develop a network of employment leads.
* Provide an employment brokerage service engaging with local employers, to ensure that veterans obtain appropriate work experience placements and employment in accordance with their plans and aspirations.
* Work, as directed, to a set of appropriate annual performance targets.
* To adhere to the IPS model of support (training will be provided).
* *To maintain the standards required for our IPS Centre of Excellence status*.

**In-work support*** Provide in-work and in-training support to veterans (and employers), to ensure the placement or employment is both appropriate and sustainable. Once the veteran is established in employment, continue to offer support as required.
* Ensure that all activities are accurately recorded on the relevant case management system in accordance with confidentiality policies and data protection legislation.
* Raise awareness and market the services of WWTW potential service users, employers and the local community.
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| **Other Responsibilities** | **Collaboration*** Engage and work closely with the other organisations in support of the service users including the NHS, other military and local charities, national and local government agencies, including Job Centre Plus.
* Develop a local network of contacts from the charity, public and private sectors to be aware of important developments in employment trends or information relevant to training or employment.
* Attend Individual Support Reviews, or provide written reports and assessments, as part of a multi-disciplinary approach.
* Ensure that service delivery complies WWTW’s policies and procedures relating to Equality and Diversity and Vulnerable Adults.

**Reporting and data capture*** Demonstrate a willingness to develop relevant knowledge and skills to support the proficiency of data entry onto the Salesforce system.
* Enter information/data from paper records onto salesforce in a timely and efficient manor to ensure the information on the system is accurate and relevant.
* Maintain and develop the existing Salesforce database, ensuring new and existing records are complete to allow Managers to generate accurate data reports.
* Review and update contact records to ensure the information we hold remains accurate and up to date in compliance with GDPR legislation.
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| **Key Skills, Qualifications and Experience** | **Essential** * Motivated self-starter with the ability to work largely unsupervised within a multi-disciplinary team dedicated to achieving successful outcomes for service users.
* Experience of working with local government agencies and voluntary sector organisations to access appropriate support and interventions in support of service users.
* A good understanding of the employment market, including recruitment, welfare to work provision, work-based learning and vocational training.
* Ability to provide effective advice and guidance, including coaching and mentoring individuals in challenging circumstances.
* Natural facilitative skills, used to managing service users in a sensitive and sometimes pressured environment in which confidentiality is key.
* Excellent verbal and written communications skills. Ability to initiate and manage influential external relationships.

**Desirable** * Empathy with vulnerable armed forces veterans and an understanding of the challenges they face in overcoming barriers to successful transition.
* NVQ Level 3 or higher in Information, Advice and Guidance (or equivalent qualification).
* Experience in the voluntary sector.
* Experience of delivering Individual Placement and Support (IPS).
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| **Organisational Key Values** | You will be expected to adhere to our core values:* Client First – to support those who served.
* Collaboration – we will collaborate across teams, the sector and the ex-forces community – nationally and internationally – to lead in the development and delivery of services provided to those who have served.
* Respect – we understand that respect must be earnt and not taken as a given. We recognise that everyone at the charity has something to contribute.
* Empowerment – we are all empowered to deliver the very best for those we support, and encouraged to think big, demonstrating best practice across the sector.
* Integrity – we strive to always be honest and have a moral compass, to ourselves, those we work alongside, and our clients.
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WWTW is an equal opportunities employer. WWTW is an employer committed to promoting and protecting the physical and mental health and wellbeing of its staff.