**Job Hub Advisor (Good Work Camden)**

**This supplementary information for *Job Hub Advisor* is for guidance and must be used in conjunction with the Job Capsule for**

**Job Level…3……………. Zone………1…… Camden Way Category ………1……………………………**

*This role is a key part of the neighbourhood approach we are developing, to make sure we are delivering employment support in ways that work for our residents. This neighbourhood approach sits within a wider suite of activity we are undertaking to better support residents into work – including better networking our existing provision, increasing provision of job brokerage and in work support, and creating an inclusive business environment in the borough that supports residents into good work. It’s an exciting time to join this work in Camden!*

 **Role Purpose:**

We want everyone in Camden to lead good lives - and we know that being in good work is a key part of this. We want Camden residents to be in work that makes use of and develops their skills, gives them a sense of purpose and contribution, and pays them a good wage – in order for them to lead the life they want to lead.

Whilst unemployment is at a record low level across the country, we know there are still residents who struggle to get into good work. We want to support these residents to find work that works for them, through bespoke one to one support, career counselling, and relevant skill building and work preparation.

In order to do this, Camden Council are making a significant investment to expand the reach of our employment support to those that need it most. This investment is structured around a neighbourhood approach: working in depth with our communities to understand their ambitions and needs around work, and providing the holistic support they need to help them find and move into good work. As part of this, we are establishing several ‘job hubs’ across the borough to make sure that residents can access support close to where they live, and specific to the needs of their community.

The first service that we are developing is focused on Gospel Oak and the residents in and around that part of the borough. We’re at the very beginning of our work to develop the service. This is therefore an exciting time to join the Inclusive Economy team in shaping the service and its approach!

It does also mean that we are looking for a dynamic and motivated Employment and Training Advisor, who is proactive and enthusiastic about trying new approaches to helping residents to overcome barriers to employment and find and maintain good quality work

If you like working with people and building strong relationships, you may be perfect for the role of Employment and Training Advisor!

**Example outcomes or objectives that this role will deliver:**

* Promoting the service to local people through a variety of platforms and welcoming residents to the service and its offer
* Meeting with residents to assess their needs and barriers to employment and training, and providing one-to-one support to help them access appropriate services
* Providing assistance and advocacy to residents and working with them to develop flexible plans of action
* Developing and maintaining effective working relationships with employers, recruitment agencies, training agencies, specialists and practitioners, in order to maximise employment opportunities for residents
* Managing referrals for clients and liaising with external agencies to support the progress of residents
* Playing a key role in the overall development and sustainability of the Gospel Oak Job Hub

 **People Management Responsibilities:**

* The role does not have any direct line management responsibility

 **Relationships:**

* This role reports to the Gospel Oak Job Hub Lead; and
* The role will require close relationships with external partners and residents

 **Work Environment:**

* 5 Pancras Square and co-location with other service(s) in the Gospel Oak area

**Technical Knowledge and Experience:**

* A practical understanding of the barriers to employment and training experienced by disadvantaged communities and the ability to develop strategies to overcome with these barriers
* Experience of working directly with residents in a demanding environment, including risk management
* A minimum Level 3 IAG qualification and/or at least 2 years’ experience in a similar role
* Familiarity with liaising and working with a number of individuals and/or agencies to achieve effective outcomes that meet the needs of residents
* Knowledge of current education, employment and training opportunities available to residents ranging in age from young people to senior citizens
* Excellent communication and interpersonal skills, including the ability to communicate effectively with a wide range of people and to demonstrate sensitivity
* Desire for professional development with a commitment to participate in appropriate training
* Understanding or awareness of data protection and confidentiality; and
* Commitment to, and understanding of, equal opportunities

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

* Deliver for the people of Camden
* Work as one team
* Take pride in getting it right
* Find better ways
* Take personal responsibility

For further information on the Camden Way please visit by clicking [HERE](https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1)