

Job Hub Advisor (Good Work Camden)

Job Title: Job Hub Advisor

Job Grade: Level 3 Zone 1

Salary Range: £31,434 - £36,110

About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

Introduction:

Camden is investing more in employment support to ensure that residents can access good work that enables them to live secure, sustainable and happy lives.

Through Good Work Camden, we're designing and delivering Job Hubs that provide accessible and relational employment support, testing innovative approaches to supporting residents, investing in our employment and skills partners and giving businesses the support they need to enhance their recruitment practices. It's an exciting time to join this work in Camden!

This is a key role within Good Work Camden as we scale up our approach to reach and support more Camden residents. We are looking for Job Hub Advisors that can provide relational support to residents to help them access all the help they need to address the barriers that are preventing them from accessing and thriving within good work. This is an opportunity to have a real impact.

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.

You will assist refugees to access training and employment opportunities with training partners and local employers. The focus of the role will be candidate, provider and employer facing work.

The post will involve working with refugees to understand their training and development needs. Undertaking Information, Advice and Guidance sessions to create tailored development plans. The post will provide support with accessing services to assist participants progress towards employment.

This can include childcare support, English for speakers of other languages (ESOL), IT training, pre employment support, CV and interview preparation and other training as required. This will also include working with training providers, Council departments, local companies and agencies working in Camden. The work will be across all sectors.

This role requires an Enhanced DBS check.

Example outcomes or objectives that this role will deliver:

- Promoting the service to local refugees 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 Job Hub

About you

To be considered for this post, you should possess, and be able to demonstrate, all of the following:

- **You are relational:** you have experience of working directly with residents in a demanding environment and provide welcoming and knowledgeable support
- **You build great relationships:** you have excellent communication and interpersonal skills and are effective in working with employers, local employment and skills partners and residents
- **You understand the labour market:** you have a practical understanding of the barriers to employment and training experienced by residents and the labour market conditions that influence this
- **You are experienced:** A minimum Level 3 IAG qualification and/or at least 2 years' experience in a similar role
- **You are a collaborator:** Familiarity with liaising and working with a number of individuals and/or agencies to achieve effective outcomes that meet

the needs of residents

- **You want to grow:** Desire for professional development with a commitment to participate in appropriate training
- **You are professional:** Understanding or awareness of data protection, risk management, safeguarding and confidentiality; and
- **You are dedicated to inclusion:** Commitment to, and understanding of, equal opportunities

People Management Responsibilities:

- The role does not have any direct line management responsibility
- There could be opportunities to line manage apprentices

Relationships:

- This role reports to a Job Hub Lead
- You will work closely with Good Work Brokerage Advisors to identify good work and other opportunities for Camden residents
- You will build strong relationships with employers, council services, external partners and residents

Work Environment:

- Frequent co-location with other service(s) across the borough
- Regular time spent at 5 Pancras Square

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and Ethnic Margenilised groups those who identify as LGBT+, neurodiverse and disabled people. Click [Diversity and Inclusion](#) for further information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG.

- The role does not have any direct line management responsibility
- There could be opportunities to line manage apprentices or people participating in the Kickstart scheme

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