Job description

Job title: Employment & Learning Advisor
Reports to: Employment & Learning Manager
Contract: permanent, part-time 0.6fte

About us:

The Cardinal Hume Centre works to prevent and tackle youth and family homelessness. We:

- Provide a home with support for up to 39 young people
- Support children and families in housing or other need
- Offer housing and welfare rights advice to help people keep or find a stable home and to manage their money
- Advise and coach people to find work, learning or training
- Provide immigration advice to help people secure their legal right to remain in the UK to access homes, work and benefits

In the last year we helped more than 1500 young people, children and families, aiming to break the cycle of homelessness and poverty from a young age. Our approach is personalised, acknowledging the unique complexities of each individual through six key services: residential; family support, legal advice, employment, education and immigration advocacy.

The Centre is based within five minutes' walk from Parliament but works in an area where homelessness in nearly all its forms has increased. Around 3,800 children from Westminster are housed in temporary accommodation. Over 30% of children live in poverty. Families face unaffordable housing costs, a challenging labour market and rising levels of crime.

With an annual income in the region of £3.5 million, the Centre currently employs around 70 dedicated members of staff and around 50 volunteers.

Team context:

You will work alongside 2 full-time Employment & Learning Advisors and the Employment & Learning Manager. The team is supported by volunteer ESOL and IT tutors who work with clients in a 1-2-1 and group capacity. You will also work closely with advisors in other areas including housing, welfare and immigration.

About the role:

This is a new post. We are pleased to be growing this team to help strengthen our ability to secure outcomes with clients. The overall purpose of this role is to work with a caseload of clients and find suitable career and learning opportunities for them and support them to find appropriate employment.

The role is part-time working 21 hours across the week, which is 3 full days based on our working hours. We will agree the working days with the successful candidate and would be open to flexible working patterns e.g. shorter hours over 4 or 5 days.

We predominantly work with clients who have limited or no work experience in the UK, or who have had extended gaps in their CV due to family commitments. We are therefore developing programmes that help develop confidence, skills, qualifications, and opportunities for our

clients to help them progress into careers. The postholder will have the opportunity to contribute to the development and delivery of these, alongside their 1-2-1 casework.

Job description:

1. Provide impartial one-to-one careers guidance using up-to-date labour market information and agreed guidance frameworks.
2. Plan and deliver group sessions and workshops relating to career pathways
3. Assess individual learners' needs, create action plans and follow up to monitor progress and outcomes.
4. Develop and maintain relationships with local employers, apprenticeship providers and training organisations to broaden opportunities.
5. Manage a caseload, maintain accurate records (complying with data protection) and produce reports on activity and outcomes.
6. Contribute to careers programmes, timetables and events such as careers fairs, employer visits and work experience.
7. Support transition planning and progression tracking for participants, referring to specialist services where required (e.g. SEND, welfare, safeguarding).
8. Keep professional knowledge current: labour market trends, funding routes, apprenticeships, traineeships and higher education options.
9. Deliver case studies to show impact of your work with clients

Person specification

Essential:

1. Passion for supporting people and wanting them to reach their potential
2. Experience of at least 2 years of supporting individuals with multiple barriers into employment
3. Excellent interpersonal skills
4. Ability to organise time efficiently and understand the best ways of engaging clients who may be facing multiple barriers to learning and employment
5. Excellent understanding of the UK current labour market, trends and challenges
6. A strong commitment to the Centre's mission, values and behaviours; a strong belief in the value of every individual.

Desirable:

- Experience of working in a charity or organisation working with vulnerable people
- General knowledge and awareness of the issues around youth and family homelessness.
- Recent experience co-ordinating volunteers
- Understanding of the challenges faced by families in temporary accommodation from diverse cultures and backgrounds
- Experience of working in educational or social services setting

Additional information

The Centre expects all staff to share its commitment to the following:

- an active commitment to ensuring that equality, diversity and inclusion is part of all work
- an understanding of and a commitment to safeguarding adults and vulnerable children in relation to your role
- to be supportive of all teams across the Centre whose work is invaluable to maintain the delivery of our work
- actively support the Centre's use of accurate data recording and monitoring requirements to support client delivery, to help ensure our interventions are impactful

Our people - we believe each person matters:

Our clients
Our clients guide everything we do. We're here to help children, families and young people experiencing or at risk of homelessness, or clients who have urgent needs that can be met at the Centre and not elsewhere.

We value every person; this is central to our work
We seek to develop trusting relationships with our clients. We rely on them to help us improve and develop our services so we include them wherever possible in our work.

Our staff and volunteers
Our staff and volunteers are diverse in their backgrounds, and their skills and experience. Many have lived experience of the challenges our clients face. We are proud of our warm welcome and our team's commitment to support people facing disadvantage to escape the cycle of poverty and homelessness.

The Centre's website has more about us including our approach, strategy and values and behaviours.