

Job Title: Career Development Advisor for Young Adults	Role Profile Number: ENH168
Grade: Q	Date Prepared: July 2021
Directorate/Group: People, Culture and Organisational Resilience	Reporting to: L&D Business Partner
Structure Chart attached:	No

Job Purpose

As part of our commitment to young people and to our ethos of inclusivity, Swindon Borough Council is developing a Young People Career Progression framework to provide opportunities within SBC to enhance their strengths, and improve their working skills.

This role will be to establish and begin to embed the Young People Career Progression Framework. The framework consists of Work Experience, Internships, traineeships, T-levels and Apprenticeships. Over the next 6 months the initial focus will be on work experience and growing apprenticeship opportunities. Additionally, this role will help some of our most disadvantaged young people who need or would like help and guidance in their professional development and advancement of their careers. They will be responsible for helping young people within the Council to learn, accommodate, and perform their work duties, in both an individual setting and/or in a small group. In addition to working on skills related to performing specific job tasks, the job coach will also help with interpersonal skills necessary in the workplace.

Key Accountabilities

- Implement the Young Person’s Framework, as well as the programme detail within the Framework
- Devise, plan and implement job coaching, mentoring strategies and resources for managers of young people
- Identify and engage young people who would benefit from the various programmes which make up the Young Person’s Framework.
- Support in the adaptation of recruitment processes, and assist the young people with their application.
- Support with the on-boarding of all young people on the Framework, which will include the development of an individual Induction programme.
- Assess the wants and needs for each young person and ensure they are matched to the correct programme and department.

- Discover the motivation of the young people on the programme, and help develop their skills and strengths
- Counsel young people on fine-tuning work habits/skills in preparation for competitive employment
- Work with the Apprentice Coordinator to ensure timely preparation of apprenticeship enrolment documentation to allow for sign off
- Keep up to date with policy and guidance relating to education, employment and training
- Offer 1:1 support and guidance to line managers in understanding the various programmes and pathways, and work alongside managers to identify the right pathway for the role
- Coordinate and chair meetings and sessions as appropriate.
- Establish and maintain positive relationships with training providers – this includes liaising with providers to source courses, identify learning opportunities and actively monitor progress of learners
- Support in the procurement of Apprenticeship courses
- Be responsible for answering a range of queries from different stakeholders regarding programmes and pathways for young people.
- Develop further the existing support that SBC offer learners and keep internal guidance up-to-date.
- Support all young people on the Young Person’s Framework at the end of their programme, and their transition into the next step of their career, including job searching skills and techniques
- Responsible for safeguarding of young people on the Framework

Supplementary Accountabilities

- Promote equality and diversity best practice in all areas of work
- Work effectively across teams to ensure the provision on offer is coherent and well communicated
- Contribute to other projects and events which would be beneficial to the young people on the Young Person’s Framework
- Ability to travel across the Borough for meetings

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Previous experience of working with young people as a Coach, Mentor or similar, particularly to those from vulnerable groups
- Outstanding communication and interpersonal skills
- Excellent organisational and time management skills
- Problem-solving aptitude
- Ability to inspire and motivate
- Thorough knowledge of relevant legislation, guidance and the policy context relating to the work of transitions, post 16 EET, skills and employment

- Ability to develop positive partnerships within the organisation and with external partners
- Experience in providing support and guidance to stakeholders
- Experience and knowledge of apprenticeships in the workplace

Qualifications

- Educated to Degree Level standard or equivalent
- Formal L&D training or coaching qualification desirable, but not essential

Decision Making

- Taking responsibility for managing risks and making decisions that are proportionate and lawful
- Organising and prioritising work so that decisions are made in a timely way and in order of priority
- Ability to work flexibly under pressure to both self-determined and prescribed deadlines
- Selecting the most appropriate programme and provider for each learner
- Identify and engage with learners

Creativity and Innovation

- Development of the Young Person Framework
- To be proactive to identify issues and barriers and be solution focused
- To influence, negotiate and persuade others and recommend pragmatic solutions
- To foster effective partnerships, working across boundaries to achieve results
- To produce and present accurate, detailed, and complex reports and present information in a way that is useful and compelling to the audience

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • N/A <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • N/A 	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>No</p> <p>Resources are held by other teams/government departments.</p> <p>None</p>
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Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- Develop trusting relationships with a wide range of audiences both internally and externally across organisational boundaries:
 - Young people, adults, parents, and families
 - HR Change Partners and Learning and Development team
 - Key internal stakeholders in the Children’s Directorate as well as across the Council
 - School and education setting partners
 - Wider external partners including health, police , voluntary sector, business, LEP, other
 - Government departments
- Maintain positive relationships with External Partners (colleges, training providers, ESFA) to source high quality and local courses which are customised to the needs of the young people from our vulnerable groups
- Commit to challenging all forms of unfair and unlawful discrimination, false assumptions, prejudice and stereotyping, and to ensure effective implementation of policies, procedures and practices to ensure all people have fair and equal access to our services and job opportunities
- Remove discrimination, develop equality of opportunity, eliminate harassment, promote better relationships between different communities and encourage participation in public life

Values and Behaviours

We strive to underpin our culture of being ‘At our Best’ through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

Accountability at all levels

Customer care and pride in what we do

Continuous learning and evaluation

Valuing one another and the contribution each of us makes

Other Key Features of the role

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	