

BRASS - Job Description

Job Title:	Employment Advisor
Indicative Salary Range/Grade:	£14.50 per hour
Hours:	Part- time: 10 hours per week over two or three days 6-month post. Possibility of further work dependent on funding.
Usual workplace:	BRASS offices, 27b Tavistock St, Bedford MK40 2RB
Reporting To:	Director
Responsible For:	Helping clients get into employment and coordinating employment-related courses
Main Purpose of Job: You will help clients get employed and coordinate employment-related courses, such as Driving Theory and Know Your Employment Rights. The post holder is also expected to teach some of these courses.	
Key Task List: 1. Conduct diagnostic assessments (using BRASS forms) to map skills, education, and career goals. 2. Assist clients in getting overseas qualifications recognised, and co-create tailored CVs and action plans. 3. Coordinate employment-related courses and directly deliver/teach some courses to build client employability skills. 4. Guide clients through job searching, applications, interview preparation, and better-off benefit calculations. 5. Build links with Jobcentre Plus, local employers, and council services. Refer clients to vocational training or specialist support when needed. 6. Participate in quarterly staff meetings. 7. Execute additional duties and special projects as assigned by management to support operational needs.	

Person Specification	
Attainments	In order to be considered for this post you will have to demonstrate that you already have:
<i>Experience</i>	• Worked as an employment advisor or taught ESOL courses/classes. Essential • Experience or knowledge of refugees and asylum seekers, especially BRASS. Desirable
<i>Work Based Knowledge</i>	• Good working knowledge of the English language • Good numeracy skills and accuracy in calculations • Awareness of Health & Safety issues in an office environment • Working knowledge of operating and maintaining routine office machinery and equipment • Understanding of confidentiality and data protection/log-in systems • Awareness equality and diversity policy • Filing, record keeping and monitoring systems
<i>Skills</i>	• Proficient IT skills in word processing, spreadsheets, databases and email. BRASS uses Microsoft Office applications. • Excellent interpersonal and communication skills - effective with a range of people with differing backgrounds • Evidences good organisational and time management skills • Demonstrably fast, accurate, methodical and neat in ways of working • Evidences a diligent approach to duties
Abilities	In order to be successful in this role you will be able to demonstrate that you have the ability to:
	• Work individually or as part of a team • To forward plan and prioritise and organise workload • To work well with clients with mixed level English • To take a proactive approach to finding solutions to problems • To effectively communicate with a wide variety of personnel and clients as well as partner, third party and external organisations.
Special Job Circumstances	This post has the following special circumstances: • You will be required to be a key holder for BRASS's premises. • Disclosure & Barring Service clearance <i>Note: If you have difficulty meeting these conditions because of a disability or family circumstances, the Chair of the panel will discuss it with you in order to consider reasonable adjustments to the job or working conditions.</i>

