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# EMPLOYMENT AND CAREERS ADVISOR



# Welcome to High Trees!

High Trees was born of the local community 22 years ago, through collective community action to save the old library based in Tulse Hill, turning it into a Community Development Trust. Today, High Trees has grown significantly and is a well-regarded and trusted community anchor in Lambeth, delivering and leading on a range of integrated services to connect people and communities to strengthen skills and build stronger voices.

Our 4 cornerstone support areas provide integrated services in:

- **Community Education & Training:** We specialise in delivering basic skills training to provide individuals with the skills they need for work and life, including ESOL, functional skills, ICT and vocational courses
- **Employment & Career Support:** We provide person-centred employment support for long-term unemployed individuals and those stuck in low-paid work, to improve their economic position through sustainable employment opportunities and career progression
- **Children, Young People & Families:** Working on the basis of early intervention, we deliver a range of services focused on play, study and social action aimed at improving the aspirations and well-being of children and young people, and strengthen families
- **Community Action:** We embed Community Organising within the locality to nurture and capacity build individuals and community groups to develop advocacy skills and empower them to take collective community action on issues that affect them, whilst also improving representation in decision making

High Trees strives to ensure our services remain firmly rooted in the local community, responsive to and driven by local need and always delivered in the spirit of partnership and collaboration.

Our website is currently under development, and while our new site is not live yet, you can visit by following the link.

<https://hightrees.jonpontet.com/>

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## High Trees' Employment and Welfare Service

Our Employment and Welfare service is a small and committed team aiming to improve the economic wellbeing of our beneficiaries by supporting them into meaningful and sustainable employment. We purposefully target our employment support to address employment support gaps in the borough and beyond, with our main priority being groups focused on serving over 50s, lone parents and individuals with health conditions. We also work to address in work poverty and equally target support at individuals stuck in low paid and insecure work, to provide career guidance and new opportunities to improve their employment status.

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## Job Description

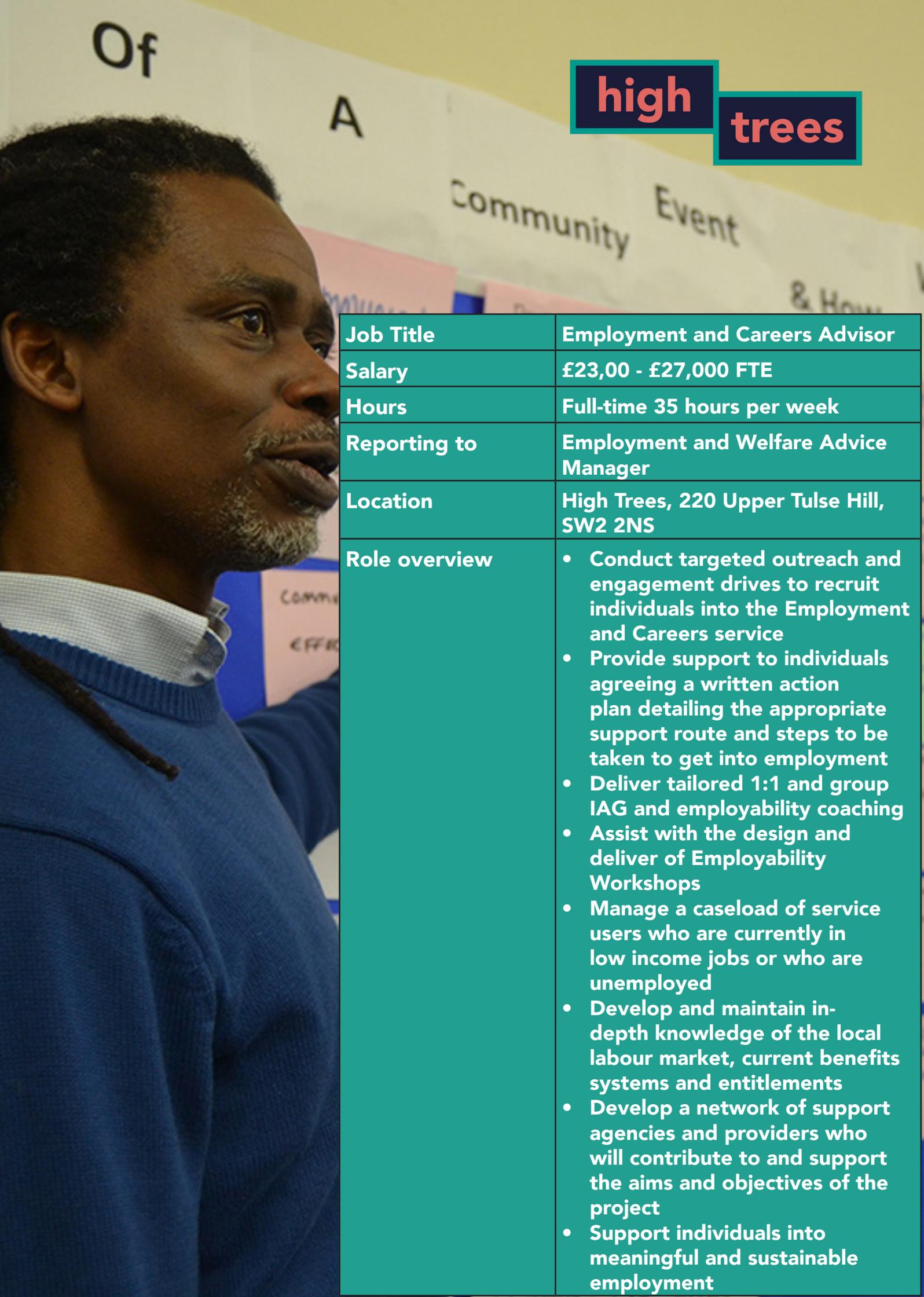
As an Employment Advisor, you will sit within the Employment and Welfare team, leading on the direct delivery of our Employment Support service by recruiting participants through outreach and then supporting them to secure or progress in employment.

Reporting to the Employment and Welfare Advice Manager, you will be responsible for the outreach and recruitment to our targeted employment services, carrying out in depth assessments and creating action plans for each of our participants. You will manage a caseload of individuals seeking employment support, delivering tailored support in the form of IAG, employment coaching and personal development. You will be responsible for ensuring our clients are successful in entering and sustaining meaningful employment. You will also develop key relationships with local partners to enable you to access employment and volunteering opportunities for the people you are supporting.

You will have at least 1 years' experience working in a similar post supporting disadvantaged groups back to work and/or training and education. You will have experience of working in an evidenced based practice, working to set targets. A solid understanding of the benefits system, with the aptitude of keeping up to date with any key changes, allowing you to help and guide participants through their employment transition.

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<b>Job Title</b>	<b>Employment and Careers Advisor</b>
<b>Salary</b>	<b>£23,00 - £27,000 FTE</b>
<b>Hours</b>	<b>Full-time 35 hours per week</b>
<b>Reporting to</b>	<b>Employment and Welfare Advice Manager</b>
<b>Location</b>	<b>High Trees, 220 Upper Tulse Hill, SW2 2NS</b>
<b>Role overview</b>	<ul style="list-style-type: none"><li>• Conduct targeted outreach and engagement drives to recruit individuals into the Employment and Careers service</li><li>• Provide support to individuals agreeing a written action plan detailing the appropriate support route and steps to be taken to get into employment</li><li>• Deliver tailored 1:1 and group IAG and employability coaching</li><li>• Assist with the design and deliver of Employability Workshops</li><li>• Manage a caseload of service users who are currently in low income jobs or who are unemployed</li><li>• Develop and maintain in-depth knowledge of the local labour market, current benefits systems and entitlements</li><li>• Develop a network of support agencies and providers who will contribute to and support the aims and objectives of the project</li><li>• Support individuals into meaningful and sustainable employment</li></ul>

# PERSON SPECIFICATION

The person specification is an idea of skills, knowledge and experience required to carry out the job. The person specification will be used in the short listing and interview process for this post. Applicants who possess the essential requirements but not the desirable requirements should not be discouraged from applying.

## Essential

- At least 1 years' experience in an employment and/or volunteering officer role
- Level 3 IAG essential or willingness to get Level 3 qualified within the first 6 months of your role
- Able to work in a busy and target-based environment
- Able to develop, manage and maintain strong relationships with participants
- Experience of being able to identify and break down participants barriers in order to help them progress into education or employment
- Able to provide and upkeep weekly/monthly and quarterly reporting
- Competency in using; Views (desirable) or other In-house databases, and all Microsoft packages
- Flexible and adaptable to new situations and able to motivate and inspire others
- Able to cope under pressure and accept responsibility to meet goals
- Ability to work independently and as a part of a team

## Desirable

- Experience of working with people who have been on long-term unemployment
- Able to develop and execute outreach plans to attract participants to our projects
- Familiar with the workings of central and local government

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# WORKING AT HIGH TREES

We know our staff are our biggest asset and our biggest investment. Our small yet dynamic staff team of 22 have come to High Trees through a variety of paths; some have a long track record of work in the sector, others have brought in skills learned elsewhere and some have joined our staff through using our services. All share a passion for the work we do and a commitment to ensure our impact is meaningful for those we work with.

All our staff are supported to grow and develop through regular one-to-ones with their manager, a programme of organisation wide and individual CPD and are given the opportunity to contribute to the work of the organisation as a whole rather than focused solely on the work of their team. We're proud of the fact that over 50% of our Service Managers have been promoted from within our organisation.

Benefits of working at High Trees include 24 days holiday rising by 1 day each year after 2 years' service (capped at an additional 8 days) with at least an additional 3 days off each Christmas, enhanced maternity/paternity/adoption leave after 2 years' service, up to 5% contribution to the staff pension scheme, a 24 hours employee support line and a clear pay structure with yearly increments (based on performance).

We know that if you're considering a role at High Trees, you are primarily driven by a desire to make impactful change and we hope you will consider joining our team.





## HOW TO APPLY

Please send a CV, covering letter (no more than 2 pages), the applicant monitoring form and the additional information form to [admin@high-trees.org](mailto:admin@high-trees.org) with 'Employment and Careers Advisor' in the subject line. All applications must be received by 11pm on the 4th of August.

## QUERIES

If you have any questions about the role or High Trees, please contact Grace English on 020 8671 3132 or email [grace.english@high-trees.org](mailto:grace.english@high-trees.org).

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Meeting everyone  
as a person of  
great potential

High Trees Community Development Trust  
220 Upper Tulse Hill, London, SW2 2NS  
020 8671 3132