

A man in a white shirt and tie is leaning over a woman in a blue sweatshirt, pointing at a computer monitor. The woman is wearing glasses and looking at the screen. The background shows an office setting with a window and a corkboard.

high

trees

Job Pack

# EMPLOYMENT ADVISER

# Welcome to High Trees!

High Trees Community Development Trust was established by residents in 1998 to serve the needs of the local community in Tulse Hill. We were set up by local residents from St. Martins' Housing estate, who campaigned to bring the recently closed public library into community ownership.

Since then, High Trees has grown into a multidisciplinary charity. We continue to stay true to our founding vision, to deliver impactful services focusing on the needs of the local community.

Our 5 cornerstone support areas provide integrated services in:

- **Employment & Careers:** We provide bespoke one-to-one employment support with experienced advisers who are experts in helping those with multiple barriers find work.
- **Research & Development:** Focusing on our partnerships, community-based research and sector capacity building support, our Research & Development team work across all services, teams and wider Lambeth to develop collaborative working practices and strengthen the sector.
- **Community Action:** We have embedded 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.
- **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.
- **Children, Young People & Families:** Running the Tulse Hill Adventure Playground and working on the basis of early intervention, we deliver a range of services focused on play, study, coaching and social action aimed at improving the aspirations and well-being of children and young people.

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.

# EMPLOYMENT ADVISER

## Job Description

<b>Salary</b>	£25,000 - £30,000
<b>Hours</b>	Full-Time (35 hours per week)
<b>Location</b>	High Trees, 220 Upper Tulse Hill, London SW2 2NS <b>Please note that this role requires full-time office-based working.</b>
<b>Reporting to</b>	Head of Employment & Careers

As an Employment Adviser, you will sit within the Employment & Careers team, supporting the direct delivery of our employment service by recruiting beneficiaries through outreach and supporting them to secure or progress in employment.

Reporting to Head of Employment & Careers you will be required to manage and support a varied and challenging caseload into employment by providing high quality information and guidance. You will be expected to conduct in depth and comprehensive initial assessments in order to produce SMART & tailored action plans.

Your role will also require meaningful weekly contact with beneficiaries, conducting regular reviews of agreed actions and setting revised actions where applicable. It is imperative that you are able to demonstrate and encourage a positive mind-set among beneficiaries by adopting a strengths based approach to their journey into employment.

As an Employment Adviser, you will be expected to conduct employer engagement activity for the service, as well as support the delivery of job fairs and sector specific workshops. The role will also require you to ensure the service is at capacity levels by establishing and maintaining a network of referral partners and attending outreach events.

You will have at least 1 year of 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 and working to set targets. You will be equipped with influencing and persuasion skills.

You will also be responsible for conducting caseload reviews weekly/monthly and maintaining up to date beneficiary records on our internal systems.

## ROLE OVERVIEW

- Provide support to individuals by agreeing written action plans and detailing the appropriate support route and steps into employment.
- Meet monthly job targets.
- Deliver tailored one-to-one and group information, advice and guidance sessions and employability coaching.
- Assist with delivery of employability workshops.
- Manage a caseload of unemployed service users.
- Develop and maintain in-depth knowledge of the local labour market, current benefits system and entitlements.
- Develop a network of support agencies and providers who will contribute to and support the aims and objectives of the service.
- Support individuals into meaningful and sustainable employment.
- Conduct targeted outreach and engagement drives to recruit individuals into the Employment & Careers service.



# PERSON SPECIFICATION

The person specification is an idea of the skills, knowledge and experience required to carry out the job. It 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 year experience in an employability based role
- Able to work in a busy and target-based environment
- Able to meet monthly targets
- Able to develop, manage and maintain strong relationships with beneficiaries
- Experience of being able to identify and break down beneficiaries' barriers to help them progress into education or employment
- Able to provide and upkeep weekly, monthly and quarterly reporting
- Competent in using 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

## Desirable

- Experience of working with people who have been in long-term unemployment
- Knowledge or experience of working with people with long-term, managed health conditions
- Evidenced record of successful employer engagement
- Able to cope under pressure and accept responsibility to meet goals

## Personal attributes

- Highly motivated personable and approachable
- Energetic
- Proactive
- Takes ownership and responsibility
- Creative
- Ability to value differences and cultures
- Non-judgemental
- Empathetic

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## HOW TO APPLY

Please send a completed CV, covering letter (no more than 2 pages explaining how you meet the key accountabilities and the personal specification), the applicant monitoring form and the additional information form to [admin@high-trees.org](mailto:admin@high-trees.org) with 'Employment Adviser' in the subject line.

**All applications must be received by 16th May 2024 at 11:59pm.**

## QUERIES

If you have any questions about the role or High Trees, please contact: [admin@high-trees.org](mailto:admin@high-trees.org)

# Working at High Trees

We know our staff are our biggest asset and our biggest investment. Our small yet dynamic staff team of 30 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. They 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 Management Team have been promoted from within our organisation.

## Employee Benefits

- 35 days annual leave (inclusive of bank holidays and 3 Christmas days) rising by 1 day each year after 2 years' service (capped at an additional 8 days)
- Enhanced maternity/paternity/adoption leave after 2 years' service
- Save money off a new bike with the Cycle to Work scheme
- Up to 7% contribution to the staff pension scheme
- 24/7 Employee Support Line
- Clear pay structure with yearly increments (based on performance)
- Annual Staff away day
- Premium eye-care vouchers through Specsavers and season ticket loans

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.

