

JOB DESCRIPTION

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| JOB TITLE: Brokerage Adviser | GRADE: D |
| DEPT: Delivery | REPORTS TO: Project Manager |

Adviza is committed to safeguarding and promoting the welfare of children, young people and adults; and expects all staff and volunteers to share this commitment.

JOB PURPOSE

- To assess needs of educational providers and young people to get a full assessment and ensure they are matched appropriately with employers to get the most out of their employer encounters
- To engage Berkshire educational providers and employers with the Brokerage Service for the purpose of increasing employer encounters for young people aged 15-24 years
- To agree GDPR guidelines with the employers and education providers and match to most appropriate provider/partner to continue support and engagement process to ensure outcomes
- To work to target and ensure all outcomes are achieved
- To collect and record evidence which meet the needs of ESF requirements
- To be responsible for sharing and maximising efficiency across the teams and with all stakeholders
- This role will be solely funded by the European Social Fund

MAIN DUTIES AND RESPONSIBILITIES

- To engage a minimum of 40 education providers in the Brokerage Service
- To engage a minimum of 150 employers (at least 100 SMEs) in Berkshire
- To assess needs of young people and the schools to match them to the most appropriate provider/partner and organise a link up between school and Event Organiser and whether a young person requires additional support/intensive support and refer them to the most appropriate team
- Deliver careers guidance interviews with young people as appropriate
- Visit schools to assess their needs if appropriate
- To act as an ambassador for Adviza/BEEP, selling the benefits to education staff/ young people and employers to engaging with the Brokerage service and our partners
- Match new education providers/employers to the most appropriate partner/provider who will be able to meet their needs and ability to engage young people

- To provide information to Delivery Partners as required and agreed e.g. to support them through the process
- Where necessary to become an 'expert' for a specialist job family/sector/area for supporting Berkshire employers; e.g. an 'expert' for the team on Apprenticeships
- Report progress to Project Manager and commissioners using agreed procedures
- Work with the compliance team to ensure all employer/participant paperwork is accurate
- To develop and maintain good relations with other partners supporting the same client group; this could include voluntary agencies, community groups and other statutory services
- To collaborate with existing Adviza teams and other projects to maximise benefits for the programme participants
- To maximise the use of available technology to report on progress and gather feedback from participants and stakeholders
- Any other duties required to successfully deliver the project commensurate with the grading of the post

SCOPE OF JOB (BUDGETARY/RESOURCE CONTROL, IMPACT)

Number of employees managed/supervised: 0

Budget to be managed by this post: £0

Represent Adviza at local and sometimes regional events/meetings as required.

PERSON SPECIFICATION
Brokerage Adviser

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| KEY CRITERIA | ESSENTIAL | DESIRABLE |
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| QUALIFICATIONS, TRAINING AND EXPERIENCE | <p>Holds a level 6 careers IAG qualification</p> <p>Proven experience working with employers and educational providers</p> <p>Proven experience of delivering services to vulnerable people from a variety of backgrounds</p> | <p>Holds a level 4 professional qualification in a relevant discipline; e.g. Youth Work</p> |
| WORK-RELATED PERSONAL REQUIREMENTS | <p>Proven track record of effectively engaging educational providers and employers</p> <p>Good at building effective relationships with young people from all backgrounds</p> <p>Excellent interpersonal and communication skills, both written and verbal</p> <p>Good analytical skills and being able to describe new and complicated concepts in simple terms</p> <p>Excellent organisational skills, including ability to prioritise, meet targets, agreed deadlines and report outcomes effectively</p> | <p>Experience of promoting training and educational opportunities</p> <p>Excellent negotiation, and influencing skills, being able to gain commitment from individuals and organisations to plans and outcomes</p> |

| KEY CRITERIA | ESSENTIAL | DESIRABLE |
|--------------|---|-----------|
| | <p>IT literate. proficient user of software packages including Microsoft Office</p> <p>Proven ability to work in partnership with colleagues and external organisations</p> <p>Ability to think creatively and adopt innovative ways of working to convince and gain commitment</p> <p>Able to work on own initiative and as part of a team</p> <p>Retain impartiality and ensure opportunities are presented which are in the best interests of the beneficiary</p> <p>Be empathetic with the needs of young people, educational providers and employers</p> | |

| SPECIAL FACTORS |
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| <ul style="list-style-type: none"> • Must be prepared to travel regionally • Prepared to work out of office hours in order to respond to demands of the role • Share with Adviza/BEEP, the commitment to safeguarding and promoting the welfare of all children, young people and vulnerable adults |