

JOB DESCRIPTION
Employer Engagement & Work Experience Adviser

JOB TITLE: Employer Engagement & Work Experience Adviser	Grade and Salary: D Grade
REPORTS TO: Project Lead	
<p>Everyone in Adviza works to make a positive difference for all young people and adults so that they have the best possible chance to progress successfully in learning and work. Our vision is for all young people and adults to make better decisions that help them to progress in learning and work and achieve their full potential.</p>	
JOB PURPOSE:	
<p>To engage with and recruit employers to support the work experience aspect of our 'Making it Real' project. This is a six week project across Buckinghamshire, Oxford and Berkshire which aims to support 150 young people to gain quality work experience and is funded by the CEC (Careers & Enterprise Council).</p> <p>Making it Real is specifically tailored to meet the needs of SEND young people and their parents, helping them explore employment and learning options by ensuring they leave school with good employability skills. We aim to broaden horizons, motivate them, raise aspirations and introduce them to career opportunities outside their usual experience.</p>	
MAIN DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> • To effectively engage with local employers across the delivery areas to promote the project and the benefits. • To develop a list of employers that are willing to offer a young person a work experience placement. This could be from 1 day and up to 3 weeks depending on both the young person's needs and the availability of the employer. • To undertake visits to employers across the delivery area. • To follow-up employers on a regular basis. • To liaise with school staff, where required. • To work closely with the Project Manager for this project to set and monitor targets within agreed timescales. • To work closely with Careers Advisers to understand the specific needs of young people and their occupational areas of interest. • To keep Careers Advisers up to date of progress. • To maintain accurate records. • To be involved in any preparation and follow-up activities with young people, where required. 	
SCOPE OF JOB (BUDGETARY/RESOURCE CONTROL, IMPACT)	
Number of employees Managed/supervised (directly)	None
Budgetary control	None

PERSON SPECIFICATION
Employer Engagement & Work Experience Adviser

JOB TITLE: Employer & Engagement Work Experience Adviser	Grade and Salary: D Grade
REPORTS TO: Project Lead	
Knowledge/Qualifications:	
ESSENTIAL	
<ul style="list-style-type: none">• Minimum qualification level – Level 3.	
DESIRABLE	
<ul style="list-style-type: none">• Knowledge of the local area including employers and schools.• Knowledge about the needs of SEND young people.	
Skills, Qualities and Experience	
ESSENTIAL	
<ul style="list-style-type: none">• Excellent communication, both written and verbal, with the ability to sell benefits of work experience to employers• The ability to network with companies and employees at all levels• Ability to relate to and build effective working relationships with young people from a variety of backgrounds• Ability to work effectively in a team• Ability to adapt to change, work flexibly and with minimal supervision• Ability to use information technology effectively• Problem solving skills• Excellent time management and organisational skills• Enthusiastic about working for young people and champion for them• Commitment and energy to deliver a high quality service• Share with Adviza the commitment to safeguarding and promoting the welfare of children and young people and adults.	
DESIRABLE	
<ul style="list-style-type: none">• Excellent ability to prioritise tasks and work under pressure as required• A high attention to detail to track and monitor large amounts of data• Experience of delivering group works and presentations.• Experience of working with young people with SEND.	

Special Factors:

- Prepared to work flexible hours including some evenings and Saturdays
- Ideally should hold a driving licence and have access to a car.
Alternatively, must be willing to travel via public transport across the Thames Valley area including to some schools that are quite remote