



**WORKFORCE FOR THE FUTURE PROGRAMME  
WEST OF ENGLAND TALENT RETENTION TEAM**

**SENIOR TALENT RETENTION ADVISER (PROJECT CO-ORDINATOR)**

**1 FTE (37 hours per week)**

**£29,637 – £31,853**

**Salary dependent on experience and prior relevant qualifications**

**Based in and delivering across the West of England**

**PERMANENT (with part time and flexible working options available)**

---

## **Make a difference**

### **Why we need you**

Adviza is a delivery partner in the Workforce for the Future project delivered in partnership with the West of England Combined Authority (WECA). We are currently recruiting to this exciting new Talent Retention Team and require a Project Co-ordinator Senior Talent Retention Adviser to lead and manage the team.

This team will be focused on working with small and medium-sized enterprise (SME) employers across the West of England geographical area. We are looking for a candidate who can manage a team and meet targets, as well as working proactively with employers from different sectors; advising on workforce structures, learning and development opportunities and flexible workforces. This project will offer important support to employers and businesses during the current economic impact of the COVID-19 pandemic and the recovery.

We now need to develop a Talent Retention Team of advisers to work within the Workforce for the Future project; a contract which runs until August 2023. This role is funded by the European Social Fund.

### **Senior Talent Retention Adviser Project Co-ordinator (West of England)**

Our Talent Retention Team will make a positive difference to businesses and people's lives. If you are successful applying for this role, you and your team will empower employers to use alternative strategies to redundancy to deal with downturns and the current economic stability: enabling them to retain talent and keep people from our local community in employment and making a positive contribution to the local community. The team will also support individuals into appropriate skills training and learning opportunities to develop their skills and access their full potential.



## Qualifications and Experience

We're particularly keen to hear from you if you have some extensive experience managing teams and/or projects as well as engaging and supporting employers. Experience and an understanding of HR issues including restructures and redeployment would be advantageous, as would an understanding of the local labour market across Bath, Bristol and the West of England. It is crucial you are able to meet performance targets and deadlines. You also need to be able to demonstrate that you can work remotely, be flexible and self-sufficient and manage positive customer relationships with employers.

## Where will you work?

Our roles require some geographical travel: you'll deliver our service to a range of businesses located across the West of England area. Under normal circumstances this would include meetings and workshops in a variety of venues, meaning you would rarely be office-based. However, for the first phase of this project, much of your time is likely to be spent working remotely, supporting employers online.

Delivering virtual services is increasingly becoming a feature of our work, so we also support you to work from home when required. When greater mobility returns, we will expect you to travel within assigned geographical base (usually a 10 mile radius) and will cover travel expenses when we ask you to work outside of this area.

## Why work for Adviza?

Work for Adviza and you'll have an opportunity to make a positive difference to people and local businesses and be a force for good in our West of England communities. And as you would expect from a charity, we look after our own: our commitment to employees has recently resulted in Adviza being awarded the Investor in People Established (Silver) status.

We recognise the importance of work/life balance and as such provide a wide variety of flexible working options. We also offer a competitive benefits plan including pension, and holidays of 25 days, rising to 30 days after 5 years.

## Interested?

If you have the right combination of qualifications, outlook and experience, please send your CV with a covering statement explaining why you think you have what it takes to join our team, to: [recruitment@adviza.org.uk](mailto:recruitment@adviza.org.uk)

For an informal chat about the roles please email [nigelking@adviza.org.uk](mailto:nigelking@adviza.org.uk) or call 07891 052315. To find out more about essential criteria click here for our job descriptions and person specifications: <https://www.adviza.org.uk/about-us/work-for-us/>

The closing date for applications is **27th November 2020 at 2pm**. However, we try to review applicants weekly and will contact you to let you know if we would like to progress your application. Interviews will be conducted on **3rd and 4th December 2020**.

**GROW YOUR CAREER WITH ADVIZA**  
Charity Number 1132201