

Job Title: Self-Employment Advisor
Hours: 37.5 hours per week
Location: Magherafelt covering multiple areas
Term: Fixed Term to 31st March 2022 (subject to annual funding review)
Salary: £20,000 per annum to increase to £21,000 per annum on successful completion of probationary period

Company Background

Network Personnel was established in 1989 and specialises in the delivery of back to work and employability initiatives. As a result of continued growth, they wish to appoint a suitably experienced and qualified Self-Employment Advisor for their Jobmatch Programme. The Jobmatch Programme is part funded by the European Social Fund and Department for Economy.

Job Purpose

To support the short and long-term unemployed, helping those who are marginalised including ex-offenders, those with drug and alcohol issues, carers, the economically inactive and those who have not reached the threshold for other government initiatives. Provide participant support/mentoring including jobsearch, market research, business planning and in training with the goal of progressing participants into namely self-employment, education or training.

Core Duties and Responsibilities

- Actively manage a caseload of participants at any one time on both a one-to-one and group basis ensuring individual learning and self-employment needs are addressed and appropriate support is in place
 - Carry out in-depth assessments of participants needs, supporting participants in identifying and overcoming personal barriers to education, training and self-employment
 - Support participants to explore the world of self-employment, advising them about the various aspects of starting their own business and providing business advice
 - Create, agree and implement an Action Plan outlining support to address issues, actions and timescales to achieve positive change
 - Be a reliable and professional advocate for participants, sourcing and engaging with suitable training providers, on their behalf and/or signposting participants to a range of groups, support services/organisations as required
 - Undertake ongoing evaluation of outcomes and impacts of both specific interventions and overall impact in terms of progressing individuals
 - Deliver programmes/workshops based on identified needs of participants
 - Work in a confidential and professional manner responding to sensitive issues that ensures participant welfare and safety is of paramount importance and subject to safeguarding guidelines
 - Be quality and target driven, ensuring all DfE/ESF and organisational targets, deadlines and standards are achieved and consistently achieve set individual objectives, targets and K.P.I.s
 - Develop and maintain excellent working relationships with relevant statutory, community and voluntary organisations
 - Maintain accurate records, ensuring the accuracy and completion of all administrative forms and ensuring that all progress towards training and employment is recorded, monitored and reviewed on an ongoing basis
 - Provide accurate statistical reports and management information in a timely manner to assist with the monitoring and evaluation of the programme
 - Ensure high levels of customer service are maintained through follow up contact with clients and other stakeholders
 - Demonstrate a commitment to the safeguarding of 'Adults at Risk', reporting issues as they arise
 - Develop and sustain effective working relationships within the Jobmatch Team, Network Personnel and other stakeholder groups e.g. attending team meetings, networking events, etc.
 - Undertake CPD activities which enhance individual and organisational performance, maintaining/developing relevant skills to the highest professional standards
 - Adhere to and uphold Network Personnel's Code of Conduct, policies, procedures and values at all times including Equal Opportunities, Health & Safety, Data Protection, Lone Working, Confidentiality etc. and provide these policies to clients
 - Undertake regular, formal reviews with the line manager, reflecting on targets, performance and practice
 - Any other related/reasonable duties as required by management and/or the business objectives.
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Self-Employment Advisor Person Specification



		How assessed
Qualifications	Essential <ul style="list-style-type: none"> Level 3 qualification (or equivalent) in Advice & Guidance, Mentoring, Coaching, Counselling, Business or demonstrable equivalent Plus 4 GCSE's (or equivalent) at grade C or above to include English 	Declaration Form & validation of original copies of certificates
Experience	Essential <ul style="list-style-type: none"> Experience of designing and delivering support to clients considering self-employment and/or training opportunities. This includes assessing need, developing action plans, ensuring actions are implemented and reviewed on a regular basis Experience of sourcing training and or employment opportunities for those unemployed or disengaged with education or training Experience of working to and understanding Adult Safeguarding policies, procedures and legislation A demonstrable track record of consistently having met and exceeded targets over a reasonable period of time Desirable <ul style="list-style-type: none"> Experience of creating business plans Experience of being self-employed, and aware of the barriers and challenges associated with it 	Declaration Form Declaration Form Declaration Form Declaration Form CV CV
Job related Knowledge	Essential <ul style="list-style-type: none"> Ability to construct SMART, individually tailored action plans Knowledge of local support agencies/wider support available for business start up Strong knowledge and ability to use Microsoft Office including Word, Excel and Outlook 	Interview Declaration Form Declaration Form
Skills and Competencies	Essential <ul style="list-style-type: none"> Ability to coach, mentor and develop others Excellent written communication skills Excellent verbal communication skills Excellent attention to detail and ability to work to a high degree of accuracy Self-motivated with the ability to work productively in a fast paced environment Innovative with the ability to take initiative Good presentation skills Enthusiastic and passionate with a desire to succeed Flexible to meet the needs of the business Ability to persuade, influence and negotiate Good time management skills Approachable, empathic and compassionate Open-minded and impartial team player 	Declaration Form Declaration Form Interview Interview Interview Interview Interview Interview Interview Interview Interview Interview Interview
Other requirements	Essential <ul style="list-style-type: none"> Full driving licence and access to a vehicle for work purposes or ability to demonstrate alternative method of being able to fulfill any travel related duties of the role. 	Declaration Form

Applications Procedure

To express your interest in this role, please complete and forward the Applicant Declaration form, confirming your suitability for the role and how you meet the essential criteria, together with your C.V. (in word format only)

Michelle.McMullan@networkpersonnel.org.uk Closing Date for receipt of applications is **26th June 2018 @ 5pm.**

Candidates must demonstrate that they have met the essential criteria within each area. Incomplete applications shall not be accepted and failure to demonstrate meeting the essential criteria will result in the application being unsuccessful at the shortlisting stage.

We reserve the right to enhance the short listing criteria where and when this is deemed necessary. All successful candidates will be subject to a Access NI Check and suitable references and where there is a requirement to drive their own vehicle for work purposes evidence of their vehicle being insured for work purposes will be required. *Network Personnel is part of the Workspace Group, a social enterprise based in Mid Ulster.*