Job Title: Employment Advisor

Location: Birmingham

Salary: £24,000 - £28,000 per annum

Contract Type: Full-time, permanent

We are currently seeking a dynamic and experienced Employment Advisor to join our team in Birmingham. As an Employment Advisor, you will be responsible for providing tailored support and guidance to job seekers, helping them to secure sustainable employment.

Key Responsibilities:

* Conduct initial assessments of clients’ needs and barriers to employment
* Develop individualised action plans with clients to identify their goals, skills and aspirations
* Provide practical support in areas such as CV writing, job searching and interview skills
* Build and maintain relationships with employers to identify job vacancies and secure job opportunities for clients
* Provide in-work support to clients to ensure they are able to sustain employment
* Maintain accurate and up-to-date records of client interactions and progress

Requirements:

* Previous experience in delivering employability support to a diverse range of clients
* Knowledge of the local labour market and employment trends
* Strong communication and interpersonal skills
* Ability to build and maintain relationships with employers and clients
* A positive and proactive approach to problem-solving
* A relevant qualification in employability, career advice, guidance or related discipline

If you are passionate about supporting job seekers to achieve their goals and have the skills and experience required, we would love to hear from you. Please submit your CV and a cover letter detailing your relevant experience and qualifications.

----------------------------------------------------------------------------------------------------------------

This template was created by <https://careerposter.co.uk>

We advertise jobs on multiple job boards. Check out [Job Board Advertising](https://careerposter.co.uk/job-advertising) for more information.