

World of Work Advisor Job Description

Contract term: Permanent, full-time

Hours: 37 hours per week

Location: ACT Skills Centre, Hadfield Road, Cardiff – may be required to travel to other centres depending on the needs of the business.

Salary: Starting salary £24,100 rising to £28,000 per annum.

If you would like to work for an organisation that demonstrates outstanding commitment to staff engagement, has gained a place on the Times Best 100 Companies to work for in the UK for the last eight consecutive years and that holds Investors in People Platinum accreditation we would love to hear from you!

Who we are:

As Wales's largest Training Provider, ACT provide a wide range of training programmes and qualifications including Traineeships, Apprenticeships, Higher Apprenticeships and Schools provision across 30 different sectors throughout Wales.

ACT is all about people. With a family feel culture we believe our employees are our greatest asset. We're all extremely passionate about making a positive difference to people's lives by providing excellent learning programmes and opportunities.



What you'll do:

We are looking for a passionate individual who will work with learners, tutors, employers and other stakeholders to create and promote real opportunities for our learners.

Taking on a multi-dimensional role, the World of Work Advisors will be responsible for employer engagement activities to provide learners with a variety of high-quality work-related experience and placement opportunities and supporting learners to positively progress at the end of their learning programme.

You will support our young people (youth/young adults) by providing relevant advice, guidance and support at multiple stages of the learner journey.

This role fits within the JGW+ department reporting to the World of Work Manager.

ACT is committed to promoting the Welsh language for both staff and learners, and whilst it is not considered essential criteria, the ability to speak Welsh is desirable for this role.

What we offer:

- Generous holiday package (up to 45 days per year)
- Annual salary increases
- Healthcare cash plan
- Contributory pension scheme
- Life assurance
- Wellbeing initiatives including access to in-house counselling
- Employee voice initiatives including a staff council
- Flexible and hybrid working options (where applicable)
- Annual team building events
- Four paid volunteering days per year
- Length of service and birthday rewards
- Staff recognition awards



- Complimentary tea and coffee
- Excellent learning & development and CPD opportunities
- Formal coaching and mentoring opportunities
- E-learning platform available to all staff

What you are responsible for:

- To work with learners in order to confirm their occupational aims and find suitable work placements that meet their needs.
- To assist in the promotion and marketing of **ACT's** training programmes to employers and learners.
- To sell **ACT's** products and services and provide information to prospective learners and employers.
- To source and arrange appropriate work related experiences for learners and liaise with employers to arrange interviews.
- To prepare learners for employment and work placements through the delivery of employability and preparing for work sessions.
- Support with curriculum development in line with the curriculum Matrix
- Deliver courses and monitor progress utilising Onefile.
- To provide advice to learners on interview techniques and effective work place behaviour, as well as general job search help.
- To ensure destination evidence is collated in a timely manner.
- To mentor learners whilst in centre and on placement.
- Complete Employment strand learner reviews and IALP's to measure progress and identify actions for them to be successful in the workplace and on the programme.
- To act as a Business Ambassador for ACT with local schools through planned events and visits.
- To liaise with Working Wales to promote **ACT's** services.
- To organise employers' visits/events/talks for learners in centres and externally.
- To ensure positive progressions for learners leaving **ACT** and follow up outcomes.
- To monitor and collate Health and Safety documents at placement providers when required.
- Reporting to World of Work Manager on progression opportunities gained and businesses engaged etc.
- Increase the numbers of Apprenticeships vacancies with employers.
- Build relationships with employers who are committed to developing the skill of their workforce.

- Provide a sustainable service to engaged employers, enabling them to benefit from placements, job matching/recruitment screening, apprenticeships, commercial training and Welsh Government Funding Opportunities.
- Build strong relationships with dedicated staff that support learners in placement, on framework and job trials ensuring all the needs of the business and the learners are met.
- Focus on closely matching learners to the needs of the business ensuring the right person makes the right impression first time.
- Commit to ensuring an excellent level of customer service is provided continually.
- To adhere to and promote **ACT's** environmental practices.
- Any other duties as requested by your line Manager which may be necessary from time to time.

Personal and other duties and responsibilities:

- To actively keep updated with the company's services and programmes
- To continually develop yourself by attending courses, meetings, training events, workshops and seminars
- To demonstrate clear written and verbal communication skills
- To be highly self-motivated and organised
- To ensure effective customer care skills
- A recognition and regard for observing confidentiality
- The capacity to work as part of a team
- An ability to work on own initiative and meet set timescales
- General housekeeping duties
- To display **ACT** core values at all times.



Person Specification

What we are looking for:

		Assessment Method	Essential		Assessment Method	Desirable
Experience	A	Application/ Interview	Experience of providing advice and guidance to young people (youth or young adults)	A	Application/ Interview	Experience of working within the Work Based Learning Sector
	B	Application/ Interview	Experience of business development practices and generating new business opportunities (learner starts, placements and progression opportunities).	B	Application/ Interview	Experience of working within the recruitment arena
	C	Application/ Interview	Experience of delivering to groups			
Qualifications & Knowledge	A	Application/ Certificate verification	Good level of Maths and English (spoken and written)	A	Application	Knowledge of the Work Based Learning Sector
				B	Application	Knowledge of Local Labour market information
				C	Application/ Certificate verification	Teaching/assessing qualification / experience
				D	Application/ Certificate verification	Advice & Guidance qualification Level 4+
Skills & Attributes	A	Interview	Ability to develop others	A	Interview	Welsh speaker
	B	Interview	Proven track record of meeting targets			
	C	Interview	Excellent written and verbal communication skills			
	D	Interview	Well organised			
	E	Interview	Able to relate to the needs of young people			
	F	Interview	Able to work well with people at all levels			
	G	Interview	Excellent IT skills with programmes such as Microsoft Office, Word and Excel			
	H	Interview	Willingness and ability to be flexible and go above and beyond as and when needed			
	I	Interview	Team player with ability to work on own initiative			
	J	Interview	Willingness to undertake personal & professional development in relation to your role and business needs			

Personal Qualities	A	Interview	To uphold ACT Values			
	B	Interview	Resilient			
	C	Interview	Adaptable			
	D	Interview	Flexible			
Other	A	Interview	Hold a full U.K. driving licence			

Have you got what it takes?

INVESTORS IN PEOPLE™
 We invest in people Platinum
 Rydym yn buddsoddi mewn pobl Platinwm

