**Earn while you learn!**

Camden Council are recruiting a Level 4 Employability Practitioner Job Hub Advisor

We have an exciting opportunity for you to train, earn and learn. Camden Council’s ‘Good Work Camden’ Inclusive Economy Team are offering an opportunity to a 16+ Camden resident, Camden care leaver or former Camden Secondary School student (who is eligible to work in the UK) to become an Apprentice Job Hub Advisor.

* **Salary**: Level 4 Apprenticeship starting salary £22,432 £11.95 after 6mth £22,882 £12.19 after 12mths £27,032 £14.41 after 18mth £29,588 £15.77
* **Hours:** full time
* **Contract length:** 24 months
* **Apprenticeship:** Employability Practitioner (Level 4)
* **Based:** 5 Pancras Square and various locations within Camden
* **Application deadline: 30th Nov 2022**
* **Employer Interviews will be held:** TBC
* **Start date:** Jan/ Feb 2023

We’re looking for a dynamic Apprentice Job Hub Advisor to work with residents and provide information, advice and guidance. This is an exciting opportunity for someone to support residents to overcome barriers to employment and find and maintain good quality work. If you like working with people and building relationships, or if you are already supporting and advocating for your own community, you may be perfect for the role of Apprentice Employment and Training Advisor!

This role is a key part of the neighbourhood approach we’ve developed, to make sure we are delivering employment support in ways that work for our residents. This neighbourhood approach sits within a wider suite of activity we are undertaking to better support residents into work – including better networking with our existing providers, increasing provision of job brokerage and in work support, and creating an inclusive business environment in the borough that supports residents into good work. It’s an exciting time to join this work in Camden!

As part of this, we have established new Job Hubs in Gospel Oak, Regent’s Park, and Kilburn, to make sure that residents can access support close to where they live, and specific to the needs of their community.

**Example outcomes or objectives that this role will deliver:**

* Meeting with residents to understand their goals and aspirations.
* Assisting our Job Hub Advisers to provide one-to-one support with the objective of supporting citizens to improve their employability, self-esteem/motivation and move forward along their journey towards good work.
* Assisting and learning from our Good Work Brokerage team to Develop and maintain effective working relationships with employers, recruitment agencies, training agencies, specialists and practitioners, in order to maximise employment opportunities for residents.
* Bringing the right support together around a client to help them achieve their goals and aspirations – learning about existing provision and getting to know other practitioners in Camden.
* Playing an active role in the Camden Employment & Skills Network and championing its new ways of working.
* Building a personal reputation as an important member of the Job Hub team; building relationships and gaining trust and confidence.

**Technical Knowledge and Experience:**

* An understanding, and passionate interest in the barriers to employment and training experienced by disadvantaged communities.
* An interest in developing skills that will help you work confidently with residents in a demanding environment, including risk management.
* A desire to learn how to work with a number of individuals and/or agencies to achieve effective outcomes.
* Knowledge and interest in current education, employment and training opportunities available to clients ranging in age from young people to senior citizens.
* Excellent communication and interpersonal skills, including the ability to communicate effectively with a wide range of people and to demonstrate sensitivity.
* Desire for professional development with a commitment to participate in appropriate training.
* Understanding or awareness of data protection and confidentiality, and a willingness to learn and understand more.
* Commitment to and understanding of equal opportunities, with an open approach to learning how to work with a diverse community.
* Good IT skills, with the ability to use Excel and Microsoft Teams,
* Ability to use Case Management Systems, or a willingness to undertake training

**To apply for this role you must:**

* Be a 16+ years old Camden resident/Camden care leaver/former Camden Primary or Secondary School student
* Have been resident in the UK / EU for the last 3 years
* Have relevant ID proving right to work in the UK, that you MUST provide at the pre-screening session
* Not have an Employability Practitioner (Level 4) or equivalent qualification
* If you are shortlisted for the pre-screen interview you will need to complete a literacy and numeracy assessment to ensure you meet the minimum requirements to be eligible for the apprenticeship. The only exceptions to this are if you have already passed these with us or have/will produce certificates to show you have already met these minimum requirements.

**How to apply: Via portal**

Please read the job description and advert carefully. If you wish to apply for the role, you first need to register on the portal by creating an account. You will then need to upload your CV and answer the question on the supporting statement demonstrating your suitability.

**Additional information:**

Camden Council values the diversity of its community and aims to have a workforce that reflects this. We therefore encourage applications from all sections of the community.

At Camden we encourage staff to work flexibly and from different locations to meet the needs of the customer and the service. We also offer a range of more formal flexible working arrangements. If you would like to find out if flexible working would be possible for the this role please email your enquiry to [apprenticeships@camden.gov.uk](mailto:apprenticeships@camden.gov.uk)

**Please note - flexible working arrangements cannot be guaranteed.**