

JOB DESCRIPTION

Post Ref:	1904
Post Title:	Learner Support Advisor UKSPF (Fixed Term until 31 of March 2025)
Grade:	Support Scale
Responsible to:	Project Manager UKSPF
Responsible for:	None

JOB PURPOSE

The primary purpose of the Learner Support Advisor within the UKSPF Project is to provide comprehensive support services to learners, with a particular focus on creating pathways to employment and facilitating access to health agencies. This role is pivotal in ensuring that learners receive the necessary guidance and resources to navigate their educational journey effectively and transition successfully into employment opportunities.

KEY TASKS AND RESPONSIBILITIES

1. The Learner Support Advisor will collaborate closely with participants to identify their career aspirations, skills, and training needs. Through personalised coaching and guidance, they will assist learners in developing clear pathways to employment, including exploring job opportunities, identifying relevant training programmes, and acquiring essential employability skills.
2. In alignment with the objectives of the UKSPF Project, the Learner Support Advisor UKSPF will provide tailored support to help learners prepare for the workforce. This may involve delivering workshops on resume writing, interview skills, job search strategies, and professional networking to enhance learners' readiness for employment.
3. Recognising the diverse needs of learners, the Learner Support Advisor UKSPF will offer individualised support and advice to address barriers to employment, such as lack of qualifications, limited work experience, or personal circumstances. They will empower learners to overcome challenges and build confidence in pursuing their career goals.
4. In addition to employment support, the Learner Support Advisor will play a crucial role in promoting the holistic well-being of learners by signposting them to relevant health agencies and support services. This includes providing information on mental health resources, counselling services, substance abuse programmes, and other community-based initiatives to address health-related concerns.
5. The Learner Support Advisor UKSPF will collaborate closely with internal and external stakeholders, including educational institutions, employers, community

organisations, and health agencies, to ensure a seamless delivery of support services. By fostering partnerships and leveraging resources, they will enhance the effectiveness and accessibility of support mechanisms for learners.

6. As part of the UKSPF Project, the Learner Support Advisor UKSPF will be responsible for monitoring the progress of learners and evaluating the impact of support interventions on their educational attainment and employment outcomes. They will utilise data and feedback mechanisms to continuously improve service delivery and meet project objectives.
7. The Learner Support Advisor UKSPF will collaborate closely with the Employer Engagement Manager UKSPF and Business Development Officer UKSPF to ensure that job matching is appropriate to participant needs.
8. To provide individual support to UKSPF participants unsuccessful at interview to identify opportunities for progression into further education, training or HE.
9. To actively participate in recruitment events (occasional evening and weekends) offering information, advice and guidance to potential participants to ensure maximum engagement to the UKSPF project and the College's wider curriculum.
10. To provide an impartial client focussed service to include: -
 - Information and support with job search activities
 - Interview techniques
 - Financial advice
 - Higher Education
 - Funding for childcare
 - Barriers to learning
 - Labour market information
11. To ensure compliance with all quality standards both internal and external and support the implementation of the UKSPF project.
12. To carry out additional roles within the college as may be agreed from time to time.

OTHER RESPONSIBILITIES

In common with all other employees at the College, the postholder is expected to: -

1. Perform duties to a high standard and to ensure that the quality assurance processes are implemented successfully across the College, particularly those relating to their own role.
2. Positively contribute to a safe learning and work environment ensuring compliance with Health and Safety policies and procedures.
3. Have a personal responsibility for Safeguarding and promoting the welfare of children, young people and vulnerable adults to ensure compliance with Safeguarding policies and procedures.
4. Participate in and make an appropriate contribution to the College's planning and review process.

5. Take a proactive role in the maintenance of acceptable standards of student behaviour.
6. Contribute to the development of the Strategic Plan and to the achievement of the objectives contained therein.
7. To make a full contribution to the Equality and Diversity agenda.
8. Keep up to date with issues affecting the role and contribute to staff development activity.
9. To undertake any other duties considered commensurate with the level and responsibility of the role.
10. All employees will adhere to all the College ISO standards.

COMPLEMENTARY ROLE TO BE UNDERTAKEN

None

APPLICATION GUIDANCE

To ensure we have the right people, with the right skills in the right roles, a competency based approach is integrated into our selection process at the College. Put simply, this means that for each role there is a person specification detailing specific criteria and competencies (or behaviours), which we believe are essential if the job is to be performed well.

The document overleaf entitled 'Learner Support Advisor UKSPF: Person Specification' provides details of the specific criteria and competencies attached to this post. In the initial application, you are asked to show how you feel you meet these requirements. It is recommended that you use the headings from the Person Specification to help you organise your information. The panel will shortlist applications in line with the Person Specification match. *If you do not meet the 'essential criteria' your application will not be considered for shortlisting.*

Please visit www.boston.ac.uk to complete an online application form.

Once completed, your application should be submitted as soon as possible.

Interview date: TBC

Learner Support Advisor UKSPF: Person Specification

1. ESSENTIAL CRITERIA	SOURCES OF EVIDENCE		
	Application	Task	Panel Interview
Technical & Professional Qualifications:			
You must have at least a Level 3 qualification in IAG / Careers or related field	✓		
Minimum of Level 2 (or equivalent) in English and Maths	✓		
Experience:			
Proven experience will need to be demonstrated that you have worked with individuals on a 1-1 basis to provide advice and support and have experience of delivering groupwork sessions	✓	✓	✓
Skills:			
Good written and verbal communication skills	✓	✓	✓
Ability to work both effectively as part of a team and on your own initiative	✓		✓
Good organisational and time management skills	✓	✓	
Knowledge:			
An understanding of safeguarding and a commitment to creating a safe learning environment and demonstrate your suitability to working with children, young people and vulnerable adults.	✓		✓
2. COMPETENCIES			
Contributing to team success Actively participates as a member of the team to ensure the team moves towards the completion of its goals.			✓
Customer Focus Makes customers and their needs a priority of own actions. Develops and maintains customer relationships that are productive.		✓	✓
Decision Making Identifies and understands issues, problems and opportunities. Compares data from a range of sources to reach conclusions; takes action that is consistent with available facts, constraints and probable consequences.		✓	✓
Work Standards Sets high standards for self and others, assumes responsibility and accountability for completion of tasks on behalf of the team.			✓
3. DESIRABLE CRITERIA			
An awareness of the importance of Equality & Diversity	✓	✓	✓
You will ideally hold a Level 4 Careers qualification or minimum of a NVQ Level 4 IAG (to include interviewing and action planning units relating to careers or Diploma in Education and Guidance)	✓		