

# Employment Advisor *Job Pack*

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Sunnyside Rural Trust (SRT) is a **leading** horticultural charity **dedicated** to supporting young people and adults with learning difficulties by providing **meaningful work experiences** and **skill development** opportunities. Through our work, we **empower individuals** to gain confidence, well-being, independence, and employment skills in a **nurturing environment**.

In the role of Employment Advisor, you will have the opportunity to **support individuals with learning disabilities** into work, working with them to **enhance their skills and confidence** and engaging with employers to secure **meaningful paid work**.

## **JOB DESCRIPTION**

**JOB TITLE:** Employment Advisor

**REPORTS TO:** Head of Connect to Work

**Salary:** £34,000

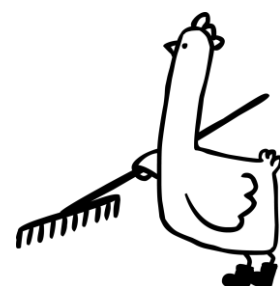
### **Purpose of the Job**

- To assess the needs of and support people with disabilities and other disadvantaged groups to gain employment.
- To facilitate initial skills assessments and support in the development of individual action plans.
- To collaborate with the Employer Liaison Officers to develop a sound customer base of employers and negotiate opportunities for participants, as appropriate.
- To operate in a performance driven environment responding to the changing business demands.
- To source and arrange on-site work trial support if required.

This role will cover the whole of Hertfordshire County, postholder will need to be able to travel to meet participants by car with business insurance.

### **Main Areas of Responsibility**

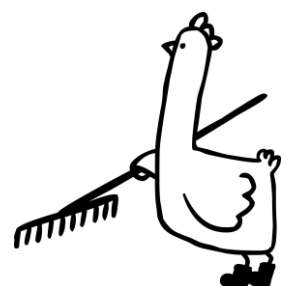
- To promote the service to a wide audience including Herts County Council and external partners such as Job Centre Plus and local employers.
- To work flexibly within a team, undertaking a workload that utilises your skills, the needs of the organisation, and the specifications of contracts or funding it obtains.
- Mentoring and coaching individuals through job search, support with CVs and interview techniques on an individual basis and in group settings
- Building and sustaining relationships with participants, family carers, employers and support organisations
- Offer a participant's centred service, being flexible to the needs of participants and the need for occasional out-of-hours or week-end appointments
- Providing motivation skills, career guidance and personal marketing skills
- Directly supporting participants into employment
- Undertaking participant assessments in relation to work, learning and expectations
- Action planning and empowering individuals to achieve their goals
- Negotiating and liaising with employers
- Providing time limited hands-on support in the workplace
- Signposting participants to partners for benefits review if required



- Ensure health and safety of self and others and undertake risk assessments of settings and work trial bases
- Develop an outreach approach to delivery of service accessing community-based resources to the benefit of participants.
- To promote the service and develop potential employment opportunities, by building long term relationships with:
  - Hertfordshire Adult and Family Learning Service (HAFLS) Employment Liaison Officer and HAFLS Volunteer Coordinator
  - Local employers, including cold calling if necessary
  - Those who refer participants to the service
  - Other local employment agencies, including Job Centre Plus
  - Local voluntary and community organisations that support participants. To work in close collaboration and attend relevant meetings with:
    - Adult Care Services operational staff
    - NHS operational staff, particularly those specialising in Mental Health support
    - Partner organisations, particularly from the voluntary sector, Money Advice Unit operational staff and families and Carers.
- To contribute proactively to the achievement of the aims of the service, delivering a service that empowers participants and meets their individual needs, in a performance driven and contract led environment, contributing to the development and delivery of new business.
- To adhere to the organisations confidentiality policy, whilst ensuring that evidence is collected, good records maintained with effective use of ICT packages and paperwork completed to meet the needs of the service and to provide evidence of performance.
- To work within the policies and guidelines of the organisation, contribute to its quality improvement programmes and implement its equal opportunities policies and action plan.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Jan 2026



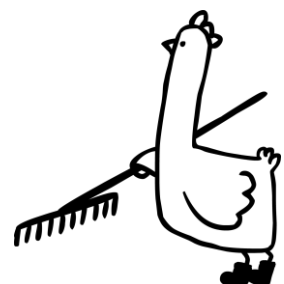
## Person Specification

### Knowledge and Experience

- Experience of working as an Employment Adviser or a Job Coach in a supported employment service or willing to undertake training (essential)
- Experience of working with people with multiple barriers to learning and employment, such as people with neurodivergent conditions (including Autism, ADHD), people with Mental Health issues or people with various disabilities (e.g. hearing or visual impairments, mobility problems) (essential)
- Experience of providing support, advice and guidance to individuals to help harness their skills and interest with the view to gaining employment (essential)
- Experience of successfully networking with a range of employers from the public, private and third sector (essential)
- Experience of using own initiative to resolve problems and creativity to drive development (essential)
- A good understanding of the Equality Act and its implications in the workplace (essential)
- A proven track record in managing caseloads effectively (essential)
- A proven track record in the successful matching of participants to suitable paid or voluntary work placements, including providing advice to employers about reasonable adjustments in the workplace, job carving. (desirable)
- Experience in assessing the suitability of work placements with regards to health and safety practices (desirable)
- A proven track record in engaging effectively with wider community engagement initiatives (desirable).

### Skills

- Excellent communication and negotiating skills using a variety of mediums to internal and external audiences including learners/ participants, external organisations, staff and employers (essential)
- Excellent time management skills and demonstrable ability to meet deadlines and achieve goals and targets (essential)
- A positive, flexible and adaptable approach to work (essential)
- Highly self-motivated, enthusiastic and willing to undertake personal professional development (essential)



- Ability to work as part of a team and on own initiative (essential)
- Good IT skills: clear proficiency in Word and Excel packages and use of the internet (essential)
- Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment (essential)
- Ability to deliver engaging presentations and workshops (desirable).

This role will cover the whole of Hertfordshire County, postholder will need to be able to travel to meet participants by car with business insurance.

**Social prescribers are welcome to apply.**

Criminal Background Check Safeguarding children and adults is of utmost importance to SRT. We require employees to abide by legislation and best practice to enable us to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned. In addition, you consent to allow us to retain a copy of the disclosure certificate within your personnel file.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential.

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