

Role: Employment Advisor (STEM)
Team: Part of the Greater London Authority (GLA) Bid for Employment & Skills
Package: Pension, Flexible working
Location: London based
Salary: £25,000 - £35,000 dependent on experience

Corndel is recruiting Employment Advisors (STEM) with strong employability experience to join our new and rapidly growing business.

This is an exciting opportunity to join a company who are breaking new ground, supporting people back into sustainable employment whilst delivering STEM skills. You will be part of a new programme that is at the cutting edge between public policy and community-based service delivery, that will provide clients with the tools and techniques to find and enter employment, with a large focus on this being sustainable. The programme will also provide clients with STEM and ICT qualifications.

Corndel is committed to building a brilliant team that is inclusive in its culture, and values diversity so that we can best serve the needs of the learners and clients that we support. We strive for equality of opportunity in all that we do and actively encourage applicants from all groups and backgrounds to apply for this role.

You will:

- Manage a caseload of clients currently unemployed, providing them with tailored employability support, through fortnightly 121s and workshops.
- Working with clients to empower them to overcome barriers to gaining employment, which may include health and personal challenges.
- Building key relationships with local networks, employers, partners and providers (including jobcentre plus and Department for Work and Pensions), to help support our client's needs.
- Design and facilitate employability workshops for our clients.
- Achieve a good understanding of the local labour market.
- Building employer relationships and working alongside Corndel Account Managers to create sustainable work opportunities.
- Work in partnership with our STEM Tutors to enable our client to achieve Level 2 & Level 3 qualifications.
- Provide a level of "in work" support to ensure clients maintain long-standing employment or apprenticeships.
- Where appropriate, supporting and providing clients to become self-employed.

- You will demonstrate the ability and drive to achieve this within a remote working environment.
- Your caseload will typically comprise of approximately 45 unemployed clients. Your targets will be to:
 - Achieve 70% of your client caseload starting in employment.
 - And that 80% will maintain continuous employment for 26 weeks.

Person Specification

Corndel is looking for exceptionally talented people who want to make a difference and who are used to working hard in a fast-paced environment. People who understand the complexities, challenges, and frustrations of being unemployed and want to pass on their knowledge and skills to support their clients into sustainable jobs.

We are searching for people who can demonstrate the following attributes:

Personality and Attitude

- a self-starter and self-manager who can engage people and keep them engaged.
- a can-do and upbeat attitude to work, colleagues, clients and partners.
- an inquisitive mind, able to find things out and problem solve.
- solution focussed with detailed attention to both the outcomes and the inputs required to secure them.
- with integrity and standards that mirror those of Corndel, where people and success matter
- a passion for supporting the unemployed and a desire and pleasure in seeing others develop and succeed.
- a proven track record of achievement and success in employability

Skills

- Ability to understand people and tailor solutions to meet individual learning styles and situations.
- Working together to create the right and best method of success for each client.
- Well organised and be able to demonstrate where each client is on their own journey.
- Maintaining compliance records within a regulated environment
- Setting individual client goals and adapting these where necessary so that the main goal of employment is achieved.
- A natural enabler and facilitator of people, processes and situations
- A good listener.

Knowledge and experience

- Understanding the barriers to employment and being able to offer practical advice and support to overcome these.
- An understanding of how to tailor a client journey dependant on their needs.
- Knowledge of IT platforms to work successfully in a virtual world.
- Experience of similar positions based in London boroughs.
- Understanding of the role of Job Centre Plus, Local Enterprise Partnerships, Department for Work and Pensions and charities.

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