

JOB DESCRIPTION

TITLE: Welfare to Work Advisor

RESPONSIBLE TO and LINE MANAGED BY: Director of Finance and Resources in the first instance.

SALARY SCALE: £12.30 per hour

MAIN PURPOSE OF POST: To contribute to Rural Kent's objectives in delivering the Work Programme, by providing direct support to customers, and participating in team initiatives including delivering peer support and work brokerage

Main Responsibilities

The project will comprise the following components:

- Effective management of a caseload, as referred to Rural Kent and organised by geographic area.
- Maintaining appropriate and timely records as required by the contract
- Complying with data security and other confidentiality requirements as required by the contract.
- Delivering one to one support to customers, in person and by phone/email/web.
- Supporting customers to create and achieve personalised action plans.
- Facilitating peer support and networking mechanisms for rural people on the Work Programme
- Facilitating work brokerage, including apprenticeships and self-employment
- Provide in-work support to customers and employers as appropriate
- Brokering expert support from colleagues or other organisations
- Providing effective geographic coverage for customers on the programme in the rural areas to be agreed
- Attending project meetings and contributing to continuous improvement of the programme, including sharing learning in the appropriate forums and co-design approaches to programme delivery
- Delivering work according to the required performance management procedures, including on time and within budget
- Contributing specialist expertise where required to support customers or colleagues
- Complying with Rural Kent's and Work Programme policies and procedures
- Contributing to the overall work of the organisation to include attendance at team meetings, Away-Days and Rural Kent's Annual Conference.

Health & Safety:

To uphold Rural Kent's Health and Safety requirements, particularly by following agreed codes of practice and safe methods of working.

To fulfil personal responsibilities with regard to Rural Kent's Health & Safety, Lone Working and Risk Policies.

To comply with the Health & Safety policies and arrangements which are in place to ensure that staff and others are safe and communication is effective.

Equal Opportunities:

To uphold Rural Kent's Equal Opportunity Policy.

Statement of Flexibility:

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence, and are likely to be a particular feature of the Work Programme. Team working and individual personal development are key to Rural Kent's success in delivering its business aims and objectives. All staff will therefore be expected to have a flexible attitude in responding to new priorities and opportunities as they arise.

Monitoring and evaluation

- Keeping records of the work carried out and the results achieved.
- Contribute to the general work of Action with Communities in Rural Kent