

Employment and Training Officer / Advisor (UKSPF Project)

Contract Type: PTE (Temporary)

Hours: 18 hours per week, Monday – Thursday, 9.30am – 2.30pm (days and hours can be negotiable)

Location: MTIB, Merthyr Tydfil

Salary: Meets Real Living Wage (£12.60/hour)

About MTIB

MTIB is a Charity and Social Enterprise that supports disabled and disadvantaged people to move closer to and into sustainable employment. Established in 1923, we are proud to deliver high-quality training and employability services across South Wales.

We offer staff an inclusive, supportive environment with excellent work/life balance, company pension, health and wellbeing initiatives, and opportunities for personal development. As a Disability Confident Leader, we welcome applications from people from diverse backgrounds.

Job Summary / Purpose

We are looking for an enthusiastic and proactive Employment and Training Officer to join our Employment and Training Team, delivering the UK Shared Prosperity Fund (UKSPF) Project.

The role involves supporting individuals in the Merthyr area who are economically inactive, unemployed, or employed and looking to upskill, increase their hours, or change jobs. You will provide tailored one-to-one and group support to help participants improve their skills, confidence, and employment prospects.

This is a rewarding opportunity to make a real difference to people's lives and support their journey towards meaningful and sustainable employment.

Key Responsibilities

- Manage a caseload of participants, offering tailored one-to-one support and monthly action planning.

- Help customers improve employability skills including CV writing, interview techniques, job searching, and applications.
- Support both unemployed and employed individuals to access training, volunteering, or progression opportunities.
- Deliver group sessions such as job clubs, confidence building, and motivation workshops.
- Complete WEST assessments and Better Off in Work Calculations to identify needs and financial options.
- Work closely with the Employment Liaison Officer and partner agencies to signpost participants to further opportunities.
- Attend outreach events, maintain accurate participant records, and promote MTIB's inclusive values.

Person Specification

Qualifications

- Good general education (GCSE English and Maths or equivalent) – **Essential**
- Qualification in Advice and Guidance, Training, or Employability – **Desirable**

Skills & Experience

- Strong communication and interpersonal skills – **Essential**
- Competent IT skills (Microsoft Office, email, online job search platforms) – **Essential**
- Organised and able to manage own caseload – **Essential**
- Experience delivering employability or training support – **Desirable**
- Understanding of barriers faced by unemployed or economically inactive individuals – **Desirable**
- Experience using assessments (e.g. WEST) and completing Better Off in Work Calculations – **Desirable**
- Team player with the ability to work independently and flexibly – **Essential**

Personal Qualities

- Positive, proactive, and solution-focused attitude
- Empathetic, patient, and supportive
- Commitment to equality, diversity, and inclusion
- Willingness to undertake training and CPD

Confidentiality:

This post involves handling confidential information and requires an Enhanced DBS Check.

How to Apply

If you would like to make a real difference and have the skills to support people in achieving employment or progression, we'd love to hear from you.

Please send your **CV and a covering letter (max 2 pages)** outlining how you meet the person specification to: **morena@mtib.co.uk**

Closing Date: Friday the 28th NOV

For an informal chat about the role, please contact **Morena or Jade on 01685 370072.**