

## MTIB Recruitment – May 2021

MTIB is a Charity and Social Enterprise, which trains, develops and provides support for disabled and disadvantaged people in moving closer to and into sustainable employment. The organisation was established in 1923 where we have gained a reputation for delivering quality services to customers across South Wales.

We now have some exciting opportunities for new staff to join our team and are offering the opportunity for successful candidates to become members of our motivated, skilled and dedicated Employment and Training Team to deliver our employability and training contracts.

MTIB offer our staff an attractive package including hybrid working, a 36-hour working week and a company pension scheme in an inclusive work environment where we strive to offer an excellent work / life balance as well as career development opportunities. MTIB is a caring and supportive organisation and we actively promote and support health and wellbeing for all our staff, evidenced by our very low staff turnover. Our company core values are based around a Person Focussed organisation with trust, teamwork, respect and commitment at the centre of all we do and we are a Disability Confident Leader organisation.

If you would like to make a real difference to people's lives and believe you have the necessary attributes to support people in their goal to achieving employment, we would welcome you to apply for one of our current vacancies. **You can apply by sending us your CV and a covering letter (email) of no more than 2 pages, outlining your skills and experience (or transferrable skills) and how these match the job summary and attributes below.** Closing date for applications are 31<sup>st</sup> May 2021 at 4pm. Starting salary £21,500 PA for FTE.

Please send CV and cover letter to [morena@mtib.co.uk](mailto:morena@mtib.co.uk).

### Employment & Training Advisor x 2 (FTE) – Job share / part time options available

**Job Summary/Purpose:** To provide support, guidance and training to unemployed customers with the aim of improving their chances of gaining suitable, sustainable employment. To ensure that a high standard of customer care is provided for our customers throughout the duration of the programme. To forge positive, strong relationships with employers and explore recruitment opportunities. Practice tact, discretion, and sensitivity. To act as a champion for MTIB and to positively promote our values and vision in MTIB delivering our social value agenda

**Key Duties / Responsibilities** The overall activities of the post-holder will include:

- To build relationships with customers and through advice and support help them identify and work through any barriers to employment
- To have a creative and inclusive approach to engaging with customers
- To be responsible for a caseload of customers. Addressing their needs using diagnostic tools and agreeing an individual action plan
- To work with customers on a one to one or group basis as appropriate
- To maintain frequent contact with customers and to offer guidance, support and advice throughout the duration of the programme
- To interview customers to scope out and understand their individual needs and to ascertain their requirements
- To motivate, encourage and support customers to move towards employment and to offer a bespoke package of support to meet their individual needs
- To utilise a positive 'Can Do' attitude to identify solutions to employer and customer barriers
- To work with the wider team to deliver employability and soft skills training, which will include confidence and motivation, CV Writing, Interview techniques, skills checks, digital skills and job search
- To maintain customers records in line with MTIB standards
- To act as a role model and deliver a range of actions that motivate and empower customers
- To assist participants to plan and progress in line with their action plans, towards improving their life and employment chances
- To be responsible for ensuring all appropriate and relevant key performance indicators are consistently achieved, on time and to agreed deadlines
- To meet all deadlines and targets as required by the needs of the programme
- To accurately maintain relevant IT and administrative systems, producing accurate and timely management information
- To embrace MTIB's agenda of continuous improvement, customer focus, relationship management, innovation, successful achievement
- Attend team / departmental meetings on a regular basis and contribute to building effective teams by exchanging views, ideas and communicating effectively
- To support colleagues across the organisation to achieve wider business aims and to successfully deliver its social values agenda
- To be respectful and treat others with dignity, being aware of equality and diversity within the workplace at all times.
- This post requires local travel and the postholder must have a full, clean driving licence and access to a vehicle.
- Undertake Training as necessary for CPD

**Confidentiality**

Personal information and many of the duties of this post are of a confidential nature and disciplinary action will be taken if confidential information is divulged to inappropriate persons. This post requires an Enhanced DBS check.

**Data Protection Act**

All staff are reminded of their duties and responsibilities as employees under the Data Protection Act (2018) and in particular to ensure that personal data is not negligently or unlawfully handled or disclosed to unauthorised persons.

**OTHER DUTIES**

To ensure self-development and to support the development of others through training, mentoring, coaching and job shadowing activities.

The post holder will be required to take part in an annual performance appraisal, where this job description will be reviewed, and objectives set.

To follow and adhere to the MTIB's Health and Safety Policies and instructions and be responsible for your own and others health and safety in the workplace.

## ATTRIBUTES

### Qualifications

## E = ESSENTIAL D = DESIRABLE

- Good General Education (e.g. GCSE English and Maths) (E)
- QCF Information Advice & Guidance Level 3 or 4. (D)
- QCF Customer Service Level 3 or 4 (D) Or Equivalent Experience. (D)
- QCF level 3 in Assessing Vocational Achievement (formerly A1) (D)
- The successful applicants will be prepared to engage in Employability Sector training (E)

### Experience and Knowledge

- Experience of offering a high standard of customer service (D)
- Experience of working with unemployed people in outcome focused support to improve their employment prospects, or experience with a similar skill set (D)
- Experience of completing face to face interviews and creating and delivering customers bespoke action plans. (D)
- Experience of liaising with individuals from diverse backgrounds (E)
- Experience of delivering support/training on improving confidence, motivation and CV writing (D)
- Ability to problem solve and be a team player (E)
- Experience of working with people with health conditions / barriers to employment (D)
- Experience of delivering & assessing formal qualification (D)
- Experience of European funded projects would be advantageous (D)

### Aptitude and Abilities

- Excellent interpersonal skills with the ability to effectively communicate with individuals at all levels (E)
- Ability to demonstrate experience of successful partnership working (E)
- Ability to work under pressure and adhere to multiple deadlines (E)
- The ability to work with trust and autonomy (E)
- Excellent problem-solving skills and a 'Can Do' Attitude (E)
- Ability to identify solutions to barriers for both employer and customers (E)
- To be competent in the use of technology with excellent IT skills (E)
- Must be a team player and display strong motivational, customer service and organisational skills (E)

### Personal Qualities

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| Compassion (E)   | Ability to work with diverse teams (E) |
| Kindness (E)   | Empathy (E)                            |
| Resilience (E)   | Adaptable & Flexible (E)               |
| Ability to work independently & under own initiative (E) |  |
| Ability to motivate others (E)                           | Supportive (E)                         |