

Sussex Community Development Association (SCDA) delivers a range of projects & services aimed at supporting the needs of vulnerable individuals and further developing community activity. We are now looking for an experienced individual to join our team.

The role will work as part of the Bexhill and Sidley Working Together (BSWT) project, which is a Connecting Hastings & Rother Together (CHART) funded partnership project designed to mobilise community-based resources to address barriers to employment and build local communities.

Employment Advisor

Full Time, Permanent, 37 hours per week.

Based in Bexhill with travel expected across East Sussex.

Salary range: £21,748 - £24,492 per annum, dependant on skills and experience

This is a great opportunity to join SCDA's Community Development and Health team working on the BSWT project, providing effective, innovative, person-centred and holistic support to participants who are furthest from the labour market.

This role will be focussing on supporting participants to find work, volunteering and community-based opportunities. You will be working on a 1-1 and small group basis, with residents who want to move towards employment. Holistically addressing their needs and aspirations, recognising multiple and interacting circumstances. The main aspects of the role are:

- Assessing individual needs and providing information, guidance and support to achieve work / learning goals
- Delivering a range of work and learning related services (group and one to one work)
- Working in partnership with a broad range of service providers
- Work with local organisations to receive referrals for new eligible participants
- Working alongside the BSWT project team to identify strengths and areas for development of the participant

Previous experience of providing advice and guidance to people facing barriers to work and learning is expected, whilst working to agreed performance targets. The post requires excellent IT and admin skills e.g. accurate maintenance of participant files and databases for audit and funding purposes, as well as empathy, flexibility and the ability to monitor ongoing participant progress towards desired goals.

This is a partnership project and open, regular communication is key, successful candidates will understand and be able to demonstrate the fundamentals of strong partnership working.

The role is based in Bexhill with regular travel to outreach and other delivery locations across the Hastings / Rother district therefore being a car owner / driver is preferred. The post is subject to a DBS check.

Connecting Hastings and Rother Together (CHART) Community Led Local Development (CLLD) Programme is delivering the CHART CLLD Local Development Strategy to support projects that bring a fresh approach to tackling deep-rooted problems in deprived communities within Hastings and Bexhill. The Programme uses European Structural and Investment Funds.

The vacancy closes on Sunday 25th July 2021

Interviews conducted in person and in-line with social distancing guidelines: w/c 9th August 2021

For a full job description and to apply please go to www.sussexcommunity.org.uk/jobs or contact our HR department on hr@sussexcommunity.org.uk