

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Careers and Employment Advisor	Grade: PO1
Section: Lifelong Learning	Directorate: Children's Services
Responsible to following manager: Work Based Learning Manager	Responsible for following staff: N/A
Post Number/s: Tbc	Last review date: August 2026

Working for the Richmond & Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.

Job Purpose

Wandsworth Council Lifelong Learning (WCLL) delivers programmes aimed at improving the lives of residents.

The postholder will empower learners to recognise their potential, build confidence and take purposeful steps towards success in a highly competitive job market.

The role is focussed on supporting adults to develop the skills, confidence and work-readiness needed to progress into employment. The role will involve providing tailored information, advice and guidance; helping learners to identify suitable career pathways; supporting them with applications and interview preparation; and, helping them to overcome barriers to work.

The postholder will signpost learners to appropriate Lifelong Learning courses, manage a caseload of learners, and work collaboratively with tutors and team members to support progression into employment or within existing employment. They will also build and sustain effective relationships with employers to create meaningful progression opportunities and contribute to positive learner outcomes.

Specific Duties and Responsibilities

Progression:

- Manage a caseload of learners, providing tailored information, advice and guidance to support their progression into employment, further learning or improved work readiness.
- Develop individual action plans with learners, identifying career goals, barriers to employment and agreed steps towards progression.
- Support learners with employability activities, including CV preparation, job applications, interview preparation, job-search techniques and confidence building.
- Build and maintain effective relationships with employers to identify vacancies, work-related opportunities and progression routes for learners.
- Pair suitable learners to employers for vacancies and opportunities, matching learner skills, interests and readiness to employer requirements.
- Complete enrolment documentation accurately and ensure learner records, eligibility checks and progression evidence are maintained in line with service requirements.
- Source and engage new learners for Lifelong Learning programmes through outreach, referrals, events and partnership activity.
- Work with community groups, council services and partner organisations to promote programmes and increase awareness of learning and employment opportunities.
- Record, track and report learner outcomes, including progression into employment, further learning, volunteering or other positive destinations.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional Information

Person Specification

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Responsible to: Work Based Learning Manager	Responsible for: N/A
Post Number/s: TBC	Last Review Date: August 2026

Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Knowledge of IAG principles and learner-centred careers/employment guidance.		X	A/I
Understanding of barriers adults may face when progressing into work and how to support inclusive progression.		X	A/I
Awareness of local labour market information, adult learning pathways and employer engagement approaches.		X	I

Experience	Essential	Desirable	Assessed
Experience of delivering employability support to adults, including assistance with job applications, CV writing and interview preparation.	X		A/I
Experience of providing advice and guidance to adults, supporting their progression into employment.	X		A/I
Experience of working with employers, developing effective relationships and signposting candidates to suitable employment opportunities.	X		A/I
Experience of providing high-quality information, advice and guidance, preferably within an education, training or careers setting.		X	A/I
Experience of managing a caseload of learners or clients, including setting action plans, monitoring progress and maintaining accurate records.		X	A/I
Experience of supporting adults who face barriers to employment, such as low confidence, limited digital skills, ESOL needs, caring responsibilities, health issues or long-term unemployment.		X	A/I
Experience of delivering one-to-one support sessions, workshops or group activities linked to employability, progression or careers develop.	X		A/I
Skills	Essential	Desirable	Assessed
A proactive and collaborative approach to teamwork, partnership working and service development.	X		A/I
Strong organisational skills, with excellent attention to detail and the ability to manage competing priorities.		X	I
Excellent interpersonal and communication skills, with the ability to engage effectively with learners, employers and partner organisations.	X		A/I
Qualifications	Essential	Desirable	Assessed
Relevant Advice and Guidance L3 or above		X	C



A – Application form / CV

I – Interview

T – Test

C - Certificate