

# LINCOLNSHIRE ACTION TRUST

**Post:** Employment / Information, Advice and Guidance Officer  
**Team:** CFO3 Team  
**Reporting To:** Employability Team Leader

## **JOB PURPOSE**

- To assist offenders to overcome identified barriers through accessing relevant support services to make positive progression into training / employment opportunities;
- To provide realistic employment, training and education advice and guidance to offenders referred to LAT's CFO3 provision;
- To advise offenders on disclosure of their criminal records;
- To provide support to other organisations when offenders are referred, as appropriate;

## **KEY TASKS**

- To provide an independent advice / guidance interview to each individual referred, formulating an agreed action plan to appropriate quality standards;
- To provide follow-on support to clients in order to facilitate progression against the agreed action plan;
- To refer clients to internal / external provision as appropriate, providing necessary support to the client and the provider;
- To liaise with other members of the CFO3 team to ensure progression of all clients;
- To liaise with Prison Service / Probation staff to ensure all work undertaken is appropriate and co-ordinated and to provide timely feedback;
- Ensure clients understand the implications of the Rehabilitation of Offenders Act 1974 and advise on effective disclosure of criminal convictions;
- Collect, collate and present relevant monitoring information as required / requested;
- To engage with employers, agencies, learning providers and training organisations to assist clients to make positive progression;
- To foster positive links with partner agencies, including Prison Service / Probation staff, attending team meetings and other events as required;
- Establish and maintain effective links with key agencies;
- To ensure Matrix quality standards are adhered to;
- To maintain and update resources and equipment periodically;
- To contribute to the effective awareness raising and information sharing about LAT's employability provision and employment issues for individuals with criminal convictions generally.

## **ESSENTIAL REQUIREMENTS**

### **Experience**

- Current experience of providing employment related support;
- Experience of delivering adult careers / employment advice / guidance;
- An understanding of the barriers experienced by offenders

### **Qualifications**

- To hold or be working towards relevant qualifications (e.g. Diploma in Careers Guidance, NVQ 3 Advice, NVQ 4 Guidance);

### **Proven Skills / Attributes**

- Self motivated;
- Good interviewing skills;
- Competent oral and written skills when dealing with people at all levels;
- Good organisational and administrative skills;
- Ability to motivate;
- Demonstrate integrity regarding confidentiality;
- Ability to work independently and as part of a team;
- Consistent recording and reporting skills;
- Ability to maintain positive relationships;
- Willingness to update own skills and knowledge through training and development opportunities;
- Flexibility of being employed by one organisation but working within a second.

## **DESIRABLE REQUIREMENTS**

- Experience of working with people with convictions or a similar client group;
- Experience of providing employment related support;
- Evidence of ongoing personal development;
- Knowledge of Rehabilitation of Offenders Act and other relevant legislation