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Description automatically generatedHaverhill Town Council**

**Title: Youth Skills Advisor**

**Responsible to: Youth Skills Manager**

Purpose of the Role

To support and mentor and engage with young people 11-25 years.

Support a case load of young people 16-25 years to reach their full potential, ensuring they are ready for, and guided towards employment/apprenticeship, volunteering, or further learning.

Co-deliver sessions that focus on improving young people’s social, emotional, and work ready skills.

Engage with young clients 11-16 years to focus on early intervention work.

Long term aim to overall reduce NEET figures.

Key Duties and Responsibilities – Job Description

* To carry out initial assessments and enrol clients for our service and then track them to include their destination.
* Assist in organising, and attend, job fairs, skills shows, employment workshops.
* Organise activities for wellbeing sessions, facilitate, support and encourage young people to engage. Adapt risk assessment where necessary.
* Act as a mentor and set goals with a case load of clients. Signposting and offering good quality advice and guidance. Deliver, training and workshops (as required) to clients on job applications, CV writing and interview skills to increase their chances of moving into employment.
* Be youth worker trained and build trusted relationships with clients.
* To attend meetings with other organisations and key stakeholders. Work in partnership with schools, job centres, supported housing, social workers, youth intensive support workers, family workers, health workers, FE colleges. (Any other organisation that has links with our clients)
* To have an up-to date knowledge of safeguarding and report any concerns to safeguarding officer. Be confident in referring to Suffolk Safeguarding Partnership. Understand the importance of confidentiality and work within the guide- lines set out.
* Keep social media updated. Develop flyers to advertise and promote youth services.
* Assist in grant applications and track expenditure.
* Note taker at meetings where required.
* Demonstrate Haverhill Town Council commitment to building a diverse and inclusive organisation.
* Any other duties that may be reasonably required