

Employment and Training Consultant

Fixed term appointment – March 2011 – will consider P/T Applicants

Salary - £20,000 - £27,000 p.a. Dependent on Experience

Communities Into Training and Employment (CITE) is currently expanding its team to work on an exciting new pan-London Project. The team will work within the community to help people who are not employed to increase their employment prospects. If you are motivated to help people transform their lives through skills development which leads to sustainable employment, then you might be the ideal person to join our small friendly team.

We are currently looking to recruit:

Employment and Training Consultants (Pre Employment Training – PET Ref RM1)

As a PET consultant you will have first class training skills as well as an understanding of the UK labour market. You will have the ability to develop and maintain good relationships with a range of different people: service users, partners and employers. You will have an analytical and highly organized approach and the flexibility to work across a number of tasks simultaneously. You will be target driven, be able to work as part of a team but also autonomously, have good time management, admin skills and the ability to complete paperwork and reports to a high degree of accuracy.

Employment and Training consultant (IAG – Ref RM2)

As an IAG consultant you will work with people who are not employed to assist them to identify their career goals and to develop and implement a personal action plan that addresses their training and employability needs and progress them towards employment. You will work as part of a team in close liaison with CITE's partners and undertake outreach within the community in order to engage with the target clients and provide ongoing IAG and case-loading as appropriate. You will also organize and run short employability training sessions. The successful candidate will be able to demonstrate an ability to deliver high quality IAG service and will preferably hold an IAG level 3 NVQ or equivalent (although CITE will support you to do the IAG NVQ level 3 if necessary). You will be able to work as part of a team but also autonomously, have good time management, admin skills and the ability to complete paperwork and reports to a high degree of accuracy.

How to Apply

Please visit www.cite4jobs.org to download an Application Pack

Having difficulties please contact Julie on 0203 002 8149

Closing Date: September 21st 2010

Communities Into Training and Employment (CITE) seeks to transform lives by helping people to gain fulfilling employment, develop their skills and achieve their career goals: Charity No: 1110343 Company No: 5172932

