



10-12 Victoria Street  
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**WATCH Charity Ltd**

**Journey Guide:** AccelerateR2 Project  
**Salary Scale:** £19,002 – 24,708  
 • **Hours:** 37 hours per week education

**Responsible to:** WATCH Employment Services Manager

Accelerate is a Building Better Opportunities Project funded by the European Social Fund and The National Lottery Community Fund. The Post holder will solely be employed to work on the Accelerate project

**You will need:**

- Experience of working within an IAG role providing employment support to long term unemployed and individuals who are economically inactive
- Knowledge of local services, employers and training opportunities within Coventry.

**Job Purpose:**

- To provide careers advice, guidance & counselling to clients accessing the project and services available at the WATCH Centre
- The post holder will be particularly responsible for delivering the outcomes of the project support long term unemployed clients and those who are economically inactive and experiencing multiple disadvantages. Offering bespoke barrier breaking advice and guidance to assist them into employment, training and/or education.
- The post holder will complete initial assessment and action planning with project participants. Provide support with job search activities, CV creation and employment skills training in small groups or in one to one interventions
- Complete all paperwork required by funders and carry out other administrative tasks including client registrations, ensuring correct procedures have been followed in accordance with the projects guidelines



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## Duties and Responsibilities:

Registration, assessment, action planning, and barrier breaking with clients

- Assist clients with job search activities, providing advice and guidance.
- Assist clients with CVs / Application Forms.
- Employer / client tracking; devise and send out questionnaires to obtain feedback regarding interviews/work placements.
- Plan and deliver one to one and group training sessions to enhance skills and employability
- Ensure all procedures and registration guidelines are followed in accordance with the relevant funding streams.
- Liaise with employers and distribute information of available positions accordingly.

### Other Duties

- To offer on-going barrier breaking support and advice to clients and those who have commenced employment or training.
- To attend outreach projects as directed by the Centre Manager
- Work with other staff to develop/improve quality and service standards

### Marketing of WATCH Services

- Play a key role in the promotion of WATCH services.
- Marketing of WATCH services by attending open days, exhibitions, and job fairs.
- Contribute towards WATCH marketing material.

### General Administration Duties

- Provide back up and support to the WATCH Administrator, as and when required.
- To meet and greet participants and potential participants to the project
- Carry out other tasks appropriate to the level of the post as and when required by WATCH Employment Services Manager or Operations Manager

### Other Duties and Responsibilities

- Undertake such other duties and tasks as may lie within the scope of this post to ensure the effective delivery and development of the service
- Promote the Aims, Principles, Policies, interests and well-being of the organisation and protect its integrity and reputation
- Carry out all duties in line with WATCH Equal Opportunities and Health & Safety policies

