



**Armstrong Learning is inviting applications for:
Employment Consultant
Manchester Ref. EC1**

Salary: OTE of £20k – 25k, fully expensed laptop and mobile phone
Full time or job share would be considered

Do you want a real challenge?

Every year we see 1000 unemployed musicians from across England, who are looking for all kinds of work – in all industries, part time and full time, including self employment.

We want you to help them.

Do you have what it takes to help move these people into actual jobs? Do you understand what problems stop people getting a job - and can you fix the problem?

If you're passionate about what you do, results driven and have excellent skills in recruitment and bringing employers into the fold, you may be of interest to us.

This is an amazing opportunity to join a rapidly growing business in the employment and creative sectors.

We deliver programmes on behalf of Jobcentre Plus, to get people into work, including the national 'New Deal for Musicians' Programme.

We require a skilled, highly motivated individual, with a background in recruitment, HR, or employment related training, to deliver high quality job broking for unemployed people across much of England, and to develop strong working relationships with local and national employers.

This new and exciting role is being offered to further develop and implement our jobsearch strategy for all clients, ensuring we meet and exceed key targets for clients moving into work within 6 weeks of leaving the programme.

The job has a basic salary combined with commission based on the number of job outcomes that we are able to claim. Your on target earnings will exceed £20k.

Closing date: 5pm Tuesday 28th August 2007

For a full job description and person specification visit our website or contact us:

Email jobs@armstronglearning.co.uk

Telephone 0161 247 7733/4

www.armstronglearning.co.uk



Armstrong Learning is inviting applications for:

Employment Consultant Manchester Ref. JB1

Salary: £15000 basic with OTE of £20k +
Full time or job share / pro-rata applications welcome

Background Information

Armstrong Learning Ltd designs and delivers learning and mentoring in new and innovative ways. In the 2004/5 Chief Inspector's report of Adult Learning, we were named as one of the best Training Providers in the country,

We deliver the national New Deal for Musicians MIP (Music Industry Provider) Programme across the whole of England, on behalf of Jobcentre Plus. This is a 13 week provision, which helps unemployed adult musicians move into work. The programme offers training and advice to clients for 13 weeks, working towards agreed music and career targets, studying from home, using workbooks, with regular face to face and telephone support from a team of music industry advisers, at regional centres and from our head office in Manchester. We offer training, alongside motivational and practical help to find and move into work or self employment.

We aim to move clients further towards their goals within the music industry and to equip them with the skills and knowledge they need to move into all forms of employment.

This new and exciting role is being offered to further develop and implement our jobsearch strategy for all clients, ensuring we meet and exceed key targets for clients moving into work within 6 weeks of leaving the programme.

Hours of work

Full time hours are 37.5 per week, Monday to Friday working flexibly between the hours of 9am and 6pm.

Full time and pro rata / jobshare applications are welcome.

We are an equal opportunities employer and welcome applications from all. Applications from women, disabled people, and people from Black and Minority Ethnic backgrounds are particularly welcome as these groups are currently under represented.

The closing date is: 5pm Tues 28th August 2007

Please apply by enclosing your CV and producing a statement, which indicates

- How your skills and knowledge address **each numbered point of the person specification.**
- If applying for jobshare, pro-rata or part time work, please state your current availability / desired working patterns.
- Please give details of your current salary.
- Please give details of any notice period.
- Please return with the completed Equal Opportunities monitoring form.

Email: jobs@armstronglearning.co.uk

Tel: 0161 247 7733/4

Armstrong Learning Ltd

26 Hulme Street

Manchester

M1 5BW www.armstronglearning.co.uk

Employment Consultant / Job Broker

Key responsibilities and duties:

- Continuously improve and implement our jobsearch strategy for all clients, ensuring we consistently meet and exceed job outcome targets for clients moving into work within 6 weeks of leaving the programme.
- Identifying opportunities for work and understanding customers' potential, helping them in a practical way e.g. with CVs, biographies, applying for jobs, volunteering opportunities, work placement.
- Responsible for promoting / marketing the MIP provision to local and national employers and employment related services across England.
- Build and develop long term business recruitment relationships with local and national employers and staff at Jobcentre plus, matching their needs with customers' expectations.
- Develop links with organisations which promote and support self employment, in order to ensure clients can move effectively into sustained self employment.
- Dealing with New Deal Personal Advisers and other Jobcentre plus staff by telephone and letter, to track customers' progress into work, place customers into work trials where appropriate.
- Manage the full recruitment cycle with customers, finding details of vacancies, identifying suitability, producing and checking CVs, screening and checking references, conducting telephone interviews, matching with job vacancies, tracking after interview and gathering evidence of their starting work.
- Completing paperwork accurately and working within our detailed paper based and IT administrative systems and procedures efficiently, with a strong emphasis on evidencing the progress of customers into work.
- Working within a team to deliver a high quality service.
- Working with managers and other staff to promote our jobsearch strategy in all areas of the business, including staff development, programme design and review, recruitment techniques, removing barriers to work
- Building and developing links with other individuals and organisations involved in Jobcentre Plus provision, e.g. other JCP providers
- Using IT and other technologies on a daily basis to communicate with other staff, including our bespoke database.

IMPORTANT NOTE:

Our New Deal for Musicians programme does not focus purely on helping people to find paid work in the music industry, as full time sustainable work is hard to come by.

We help people to identify their skills for **all types of work**, while helping them with a plan to develop their music career. This can and often does include self employment.

Employment Consultant / Job Broker

Person Specification

Essential

1. Experience of successfully developing and manage relationships with employers, understanding and matching their needs with the expectations of clients
2. Experience of identifying employment opportunities and matching people to these.
3. Background in recruitment, HR or employment related training.
4. Skilled at advising and motivating customers, managing the full recruitment cycle with customers, finding details of vacancies, identifying suitability, producing and checking CVs, screening and checking references, conducting telephone interviews, matching with job vacancies, tracking after interview and gathering evidence of their starting work.
5. Knowledge of industry requirements and recruitment practices across sectors, including self employment opportunities.
6. Presentation skills
7. Networking and business development skills
8. Excellent workload and project performance skills, with the ability to thrive and achieve, in a target and deadline driven environment
9. Tenacious, understanding, self motivated, resourceful
10. Proven organisational skills, in keeping accurate records, managing workload and paperwork, manage a wide and varied caseload within strict timescales.
11. Committed to promoting equal opportunities and diversity.
12. Excellent communication skills, face to face, verbal and written, with a wide range of people, including unemployed people, staff, employers and Jobcentre Plus staff.
13. Empathetic with the particular needs of unemployed people, understanding barriers to work.
14. Based in Manchester, willing to travel across England, where required, for which travel expenses will be reimbursed.
15. A good team player, willing to undertake staff supervision, training and attend regular meetings.
16. IT literate across standard office applications and use of email and Internet
17. Efficient at working with paper based and IT administrative systems and procedures, with a strong emphasis on tracking customers' progress into work and obtaining evidence of this.

Desirable

1. Experience of working with unemployed customers and those from disadvantaged backgrounds, e.g. people with low levels of basic skills, people with learning difficulties or disabilities, people with disabilities, speakers of other languages, people from black and ethnic minority backgrounds.
2. Familiar with issues and difficulties faced by unemployed people, including barriers to work, such as housing problems, drug or alcohol misuse, mental health issues
3. Knowledge of supported employment, education, commercial / industry training
4. Understanding of the music industry and the needs of aspiring musicians
5. Current links with employers
6. Cold calling skills
7. Own transport

Qualifications required:

1. Successful candidates will normally be educated up to HND standard. However, substantial work based skills will enable candidates without such academic qualifications to apply. Desirable qualifications include HR / personnel qualifications, IAG qualifications. Any applicant who does not have a level four qualification (HND / degree), who is successful at interview, may be required to undergo a basic skills assessment before being formally offered the position.