Go-Wales Employability Advisor

The Open University in Wales
£27,025 - £32,236; Ref 15848
Based in Cardiff (with travel throughout Wales)

Fixed Term Contract until 31st January 2022

Are you an experienced youth mentor or careers/employability coach?

This role will support the successful delivery of the GO Wales: Achieve through Work Experience Programme within the Open University in Wales.

The programme is part financed by the European Social Fund (ESF) through the Welsh Government and operates pan Wales. As such there will be a range of processes and procedures for both the East Wales (50%) and the West Wales and the Valleys (50%) ESF funded programmes.

GO Wales: Achieve through Work Experience Programme supports students who are at risk of becoming NEET after leaving their Higher Education studies by, but not limited to, a programme of work experience and employability support.

Working in the Open University in Wales’ External Strategy Team, and also closely with the Careers Advisory Service, the post holder will be responsible for:

1. Identifying, establishing and maintaining relationships with employers with the aim of creating placement opportunities for students, from half day shadowing experiences to one month placements
2. Identifying, establishing and maintaining relationships with students that meet the Go Wales criteria from amongst the University student body; engaging with them on issues relating to employability and ensure sufficient numbers engage with the programme and are able to access student-led, Advisor-managed, work-taster/shadowing/experience placements.
3. Ensuring the project is monitored in accordance with the strict specifications of the funder and that reporting information is submitted accurately and timely.

Whilst the role is based in Cardiff, travel throughout Wales to engage with employers and students will be necessary.

Closing date: 12 noon, Thursday 28th March 2019
Interview date: Monday 8th April 2019

If you would like a discussion on this post, please contact Darren Jones on 029 2047 1019, or email wales-recruitment@open.ac.uk quoting the relevant reference number.

For detailed information and how to apply go to www3.open.ac.uk/employment.

We promote diversity in employment and welcome applications from all sections of the community.