Job Profile

Employment Specialist - Youth Jobs Guarantee **Grade: 6** **Date created: October 2026**

About the Job

To provide personalised employment support to young people participating in the Youth Jobs Guarantee, helping them to identify suitable career goals, overcome barriers, prepare for work and move into sustainable employment. The postholder will work as part of the Forwards Young People team and in partnership with employers, education and training providers, Seetec Plus and other local services to deliver agreed contractual outcomes across Gloucestershire.

This is what we need you to do...

Functional

- Engage and maintain regular contact with an allocated caseload of young people, building trusted, professional relationships and providing a consistent point of support.
- Complete strengths-based vocational profiles and assessments, identifying each young person's skills, aspirations, support needs and barriers to employment.
- Co-produce individual employment action plans with clear, measurable goals and review progress regularly, adapting support where circumstances change.
- Provide practical employability support, including job search, applications, CV development, interview preparation, workplace expectations and confidence building.
- Use local labour-market information to help young people make informed choices and identify realistic opportunities, including employment, apprenticeships, supported internships and relevant training.
- Develop effective relationships with employers, promote inclusive recruitment and identify vacancies, work trials, job tasters and other opportunities that match young people's goals.
- Provide appropriate in-work support to the young person and employer, helping to resolve issues early and improve job retention and progression.
- Work collaboratively with internal teams and external partners to coordinate support, avoid duplication and ensure effective referral and transition arrangements.
- Identify safeguarding, wellbeing or risk concerns and act promptly in line with Gloucestershire County Council policies, procedures and escalation routes.
- Maintain accurate, timely and confidential case records, evidence and outcome documentation on approved systems, meeting audit, data protection and contractual requirements.

Special Conditions

- Enhanced Disclosure and Barring Service check will be required.
- Regular travel throughout Gloucestershire is required. The postholder must be able to travel effectively to meet service needs.
- Flexible working may be required, including occasional early morning or evening activity to meet young people, employers or partners.
- The role involves lone working and community-based delivery in accordance with relevant risk assessments and procedures.
- Must comply with Gloucestershire County Council policies, including safeguarding, health and safety, information security, data protection and equality, diversity and inclusion.
- The post is externally funded and subject to the requirements, performance measures and duration of the Youth Jobs Guarantee contract.

We want to be an employer of choice, attracting and retaining excellent people to work for us, so that we can best serve all of Gloucestershire's diverse communities. Our promise to you is that we will provide an inclusive and supportive working environment that enables you to bring your whole self to work and realise your full potential.

- Work towards individual and team performance targets, including engagement, progression, job starts and sustained employment outcomes, and contribute to service improvement.
- Promote equality, diversity and inclusion, challenge discriminatory practice and ensure support is accessible and responsive to the needs of Gloucestershire's diverse communities.
- Manage workload, appointments and travel effectively, working flexibly across community, employer and partner locations.
- Undertake other duties appropriate to the grade and purpose of the role, including participation in training, supervision, team meetings and continuous professional development.

Principal Contacts

- Youth Jobs Guarantee Team Leader and Forwards Young People colleagues
- Young people and, where appropriate, their families or carers
- Employers, training providers, schools, colleges and apprenticeship providers
- Seetec Plus and other commissioned or delivery partners
- Department for Work and Pensions, Jobcentre Plus and local authority services
- Health, housing, youth, voluntary and community sector organisations

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the Council reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have...

Experience

- Experience of supporting young people, or other individuals who face barriers, to progress towards education, training or employment.
- Experience of delivering person-centred advice, guidance, coaching or employability support and managing a caseload.
- Experience of producing and reviewing action plans and maintaining accurate records against agreed standards.
- Experience of building constructive relationships with employers, partners and support services.
- Experience of working to targets or contractual outcomes and using data to monitor progress.
- Experience of managing competing priorities and working independently within agreed procedures.

Knowledge, Skills and Understanding

- Understanding of the barriers young people may experience when entering and sustaining employment, including disability, health, confidence, transport, housing and caring responsibilities.
- Knowledge of employability practice, inclusive recruitment and the range of employment, apprenticeship and training routes available to young people.
- Awareness of safeguarding responsibilities, professional boundaries, confidentiality and appropriate information sharing.
- Ability to engage, motivate and challenge young people appropriately while maintaining a strengths-based and solution-focused approach.
- Effective employer engagement, negotiation and influencing skills.
- Excellent written and verbal communication skills, with the ability to adapt communication to different audiences.
- Strong organisational, planning and time-management skills, including the ability to maintain accurate records and meet deadlines.
- Ability to analyse information, use professional judgement, identify risk and take appropriate action.
- Competence in Microsoft 365 applications and the ability to learn and use case-management, performance and reporting systems.
- Commitment to collaborative working, reflective practice and continuous improvement.

Behavioural attributes

- Aligns with Gloucestershire Employee Values and behaviours: Accountability, Integrity, Empowerment, Respect and Excellence.
- Builds positive, professional and trusting relationships with young people, employers, colleagues and partners.
- Demonstrates empathy, patience and resilience while maintaining clear expectations and professional boundaries.
- Takes ownership of work, follows through on commitments and escalates concerns appropriately.
- Works confidently on own initiative while contributing positively to the wider team.
- Remains organised and effective when priorities change or deadlines are tight.
- Is curious, adaptable and willing to test new approaches to improve outcomes.
- Promotes inclusion and treats people fairly, respectfully and without judgement.
- Uses feedback and performance information constructively to improve practice.

Education & Qualifications

Essential

- A good standard of general education, including functional literacy and numeracy, or equivalent relevant experience.
- Evidence of relevant continuing professional development or willingness to undertake training required for the role.

Desirable

- A qualification in information, advice and guidance, employability, youth work, coaching, teaching, social care or a related discipline.
- Training or accreditation in supported employment, safeguarding, mental health awareness or trauma-informed practice.

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