



Post: Pathway Navigators / Employability Mentor

Department: Himilo

Reports to: Curriculum and Quality Manager

Working Hours: 18.75

Contract type: Fixed Term

Salary: £ 25749 (pro rata)

Location: ACH Coventry

About ACH

Our vision is to empower refugees and migrants who reside in the UK to lead self-sufficient and ambitious lives.

ACH is a social enterprise comprised of a diverse group of strategists and researchers led by lived experience. We provide tailored integration services that not only help individuals, but also disrupt the systems that have entrenched inequalities in our society.

We have a track record of delivering effective support services that give refugees and migrants the tools they need to succeed. In 2021 alone, we have helped 1000+ people to achieve their personal goals and lead fulfilling lives in their new country.

By working with us at ACH, you will be supporting refugees and migrants to build a better, brighter future.

Purpose of job

To mentor and offer career advice and guidance for refugees and migrants via one-to-one sessions and employability workshops. Although this is fixed term for 7 months , for the right candidate there may be an opportunity to continue in this role beyond that date.

Key Responsibilities

- To work with clients to secure jobs and training.
- To deliver one to one information, advice and guidance to clients.
- To guide and support learners to attend community events to support integration
- To support language acquisition for each client by attending ESOL classes with the client
- Further practice of English language development with the client outside of sessions when in given and relevant scenarios
- Provide one-on-one or group mentoring sessions to help clients to identify their goals, strengths, and areas for improvement and offer constructive feedback.

- Encourage and motivate clients to increase their confidence and resilience.
- Complete enrolment sign ups and fulfil any admin duties required to support compliancy requirements of funders and to support the maintenance of quality of internal processes.
- Attending Job Fairs and ACH led events and working with other partners in Coventry to seek opportunities for clients.
- Deliver CEIAG and In-work support to clients that have been successful in securing employment for 3 months after starting employment.
- Work effectively as a member of the team, take part in supervision, appraisal, team meetings, training and other staff events as required.
- This list is not exclusive or exhaustive, you may be asked to perform other duties deemed necessary by your line manager.

Person Specification

	Essential	Desirable
Qualifications	At least Level 2 qualified in English Language.	Certification in coaching or mentoring programmes. At least Level 2 in CEIAG
Experience	Experience of offering mentoring , advice, and guidance to service users in a previous role. Demonstratable experience working with refugees, migrants, and asylum seekers.	
Knowledge	Knowledge of Information Advice and Guidance (CEIAG) guidelines and framework.	Local labour market knowledge. Knowledge of key grammatical concepts of learning English Language An awareness of local providers, and services.
Skills	Strong verbal and written communication skills with an ability to work across different cultures and communities. Good IT skills – ability to work on CRM systems. Confident Microsoft skills, Outlook, Excel, word and PowerPoint.	Proficient in speaking two or more languages, and translation.

<p>Personal Attributes</p>	<p>Commitment to empowering refugees, providing advocacy and culturally sensitive support.</p> <p>Confident in liaising with partners and external agencies for referral purposes</p> <p>A Commitment to Equality and Diversity Principles.</p>		
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How to apply

To apply please complete our application form on our website.

Due to the nature of this post, an enhanced DBS check will be undertaken for successful applicants, but only with their prior consent. Applicants need to have the right to work in the UK to be considered for this role.