



Job description			
Job title	Restart Employment Advisor		
Grade	G		
Directorate	Regeneration and Economic Development		
Service/team	Employability Initiatives		
Accountable to	Restart Team Leader		
Responsible for	The effective and efficient operation of services to clients and customers		
JE Reference	A4977	Date Reviewed	March 2026

Purpose of the Job

To provide a high standard of information advice and guidance to residents of Knowsley who are looking to gain employment or training that leads to employment for the Restart Programme.

To work closely with local employers and training providers in Knowsley in order to match their requirements with the skills of local people.

To champion the needs, rights, and aspirations of children and young people in our care, ensuring all services uphold our corporate parenting responsibilities and deliver consistently high-quality support

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To conduct individual information, advice or guidance interviews with participants which help them to identify and agree realistic career goals or aspirations.
2. To provide participants with on-going support and assistance which helps identify employment or training related opportunities and also increases their chances of securing employment.



3. To conduct individual and group sessions from a variety of locations across the Knowsley area to help Restart participants achieve their career goals.
4. To conduct follow-up work with participants to identify their individual exit routes from the Restart programme and provide additional after-care support to participants which helps support their employment retention.
5. To manage your own participant caseload, ensuring that their participants need are met in accordance with the aims of the service.
6. To adhere to the department's administrative and reporting procedures, including the management of participants records and at the same time respecting confidentiality and equal opportunities.
7. To assist the Restart Team Leader in the monitoring of participants caseloads and provide colleagues with support relating to the management of personal caseloads and record keeping.
8. To maintain contact with employers and training providers in order to identify employment or training opportunities for local residents.
9. To promote the Employability Initiatives service to and work in collaboration with, a range of agencies and organisations relevant to the service e.g. Job Centre Plus, Connexions, Voluntary Agencies, agencies working with people with additional needs.
10. To be willing to work at any of the Employability Initiatives centres in the borough or other locations where the KW service can be delivered from.
11. When required, to take responsibility for the opening and closing of the Employability Initiatives centres.
12. To organise and participate in activities/campaigns, which support and promote work of the Restart programme.
13. To be supportive of KMBC's equality and diversity policy and to be mindful of these principles at all times.
14. Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the Borough, and to work across all areas of the Employment and Skills team when required.

As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions "is good" because they



want all Council employees to understand how important it is to “treat children in care and care experienced young people as they would their own”. We ask that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be “genuine”, helping to create a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.

Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council’s information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.