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|  | Role Profile                                                        |
| Job Title                                                                         | Pathways Advisor                                                    |
| Salary range                                                                      | Point 43                                                            |
| Contract                                                                          | Permanent                                                           |
| Main location                                                                     | Portland Pathways Worksoop S80 (plus cover at any site as required) |
| Hours and basis                                                                   | Full time (37.5 hours)                                              |
| Reports to                                                                        | Employment Project Manager                                          |
| Valid driving license                                                             | Required                                                            |
| Date of Issue                                                                     | August 2026                                                         |

#### Why Portland College needs this role

Portland College is a charity providing education, care and work opportunities to people with learning disabilities based on a campus close to Mansfield with 200 learners and citizens with 600+ staff and also has a number of small off-campus sites in Nottinghamshire. As part of its Strategic Plan, the College is focused on increasing employment outcomes for local disabled people and learners at the College.

The Portland Pathways programme is a community-based employment project delivering from various locations across Nottinghamshire (**not based at the Main Campus**). We require experienced Advisors to engage with employers to encourage, and advise them on the potential for employing disabled people and deliver appropriate awareness training. The Advisors will also support a caseload of individuals, identifying the best Pathway Service for that individual to secure long-term, sustainable employment. This will be achieved through advice, employment skills, mentoring and/or Rebuilding mental health and Counselling activities, generating outcomes in line with profiled targets, ensuring consistent referrals to all services.

#### What you will be doing

- Delivery of the Portland Pathways Service from our Worksoop site (S80). This will be your primary base but you will be required to cover any office as required.
- Essential networking/partnership building to ensure sufficient referrals to all services.
- Employer engagement, including training, networking and account management.
- Promote the DWP's Disability Confident Scheme, increasing sign ups locally.
- Manage a caseload of Customers, externally and within College, seeking access to the Rebuilding mental health or Employability Pathways.
- Complete employability readiness assessments and provide employment advice, guidance and training.
- Employability Needs Analysis to match employer needs with Customers on Programme.
- Individual Job Search activities, Job Matching, Application and Interview Support.
- Relationship Management at all levels.
- Referrals to other local support Agencies/Programmes.
- To assist in the preparation of CV's and Cover Letters to a high-quality standard.
- Attendance at Employment/Job Fairs.
- Manage customer attendance at meetings, reviews and arranged interviews.
- In Work Support and Aftercare Service.
- Administration of all associated paperwork ensuring records are audit compliant.
- Ensure all employer and customer data/progress is recorded and updated onto relevant CRM Systems for both internal Students and external Customers.
- Identify and pass on potential leads to the Business Development Team.
- To comply with all aspects of the Data Protection Act.
- To adhere to the College's Computer Network Acceptable Use Policy.
- To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.



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**Job Title**

**Pathways Advisor**

### Key results we want to see from this role (Direction and Pressure of Work )

- Achievement of profiled targets, goals and outcomes.
- Working towards 100% compliance across quality outputs.
- To facilitate partnerships with local charities and community organisations to ensure a range of meaningful realistic opportunities are available.

### Dimensions of the role (Managerial & supervisory and accountability)

- Management of case load of customers both externally and within College
- Account Manage group of local employers.
- Responsible to advance or sustain customers into employment and/or training.
- Promote Rebuild mental health courses to ensure required numbers attained.
- Be able to support Customers with other associated barriers to employment including benefits, housing, travel and mental health issues, by building strong relationships with relevant agencies.

### Key work relationships

- Maintain professional relationships with colleagues, all other team members and other internal departments at College.
- Attendance at team meetings, CPD and training events.
- Establish and maintain excellent working relationships with a wide range of referral agencies, in particular JCP, Citizens Advice and local PCN.
- Account Manage local employers and work placement supervisors in their place of work.
- Regular communication as required with key partner organisations such as Access to Work, Inspire, NHS and East Midlands Chamber of Commerce.

### Working Environment and working patterns

- You will be delivering the Portland Pathways Service from a primary location but you will also be required to deliver from any one of the Portland Pathways sites across Nottinghamshire as necessary, covering for absence and staff holidays.
- The Portland Pathways Team is a very small but effective team who work at different sites so excellent communication and self-motivation are key elements to the role.
- This is a full-time post.
- Driving is essential to the role.

### Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm and to promote Fundamental British Values and to prevent the radicalisation of learners, citizens, customers, volunteers and staff.

Successful applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check, provide proof of their right to work in the UK and comply with health screening to assess their mental and physical fitness to carry out their duties.

The post holder is expected to undertake such other duties as the management may from time to time reasonably require. The above role profile is not all encompassing and is subject to regular review.

\_\_\_\_\_  
**Signature of post holder**

\_\_\_\_\_  
**Date**

I have read and accept the duties and responsibilities outlined in this role profile.



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