**KEY INFORMATION ON THE POSITION**

We are particularly keen to receive applications from people who;

* are very familiar with the Preston area and have experience of working with or links to relevant networks and partner agencies in that locality.
* have experience and/or qualifications in Information, Advice and Guidance.

Your main focus will be to recruit and carry a case load of people who are unemployed or economically inactive, providing time-limited support (approx.12 weeks) to achieve job search, employment, and education, utilising volunteering as route to enhancing employability where appropriate.

You will be expected to achieve quarterly targets for both recruitment as well as positive results (job search, employment or education).

You will be able to recruit, train, support and supervise volunteer mentors as and when you feel additional support for the participant is appropriate, however your priority focus in the first stages of the project will be to recruit enough participants to the programme, and enable them to achieve the results of job search, employment or education.

If you have any questions about the programme, the job or your suitability, please don’t hesitate to contact us. Please call Steve Foden on 07547 566054 or email kate.lee@communitycvs.org.uk