

Advisor Commitment

In volunteering as an Advisor with Resource I recognise and acknowledge that I am taking a degree of responsibility in the advising and coaching of clients. I will act at all times with professionalism, integrity and empathy in order to provide the best advice and guidance that I can to aid their job search, all in conformance with Resource's aims and policies.

I understand that I am committing to:

1. Undertaking an Induction Programme that includes attendance at the Job Search & CV Workshop, Networking Skills, CV Review & Planning; observing at least 3 different Advisors and 10 client meetings, sessions with the Chief Executive, Professional Consultant, Relationship Manager and Office Manager.
2. Supplementing the Induction Programme by attending other seminars and webinars, within first year of commencing advising.
3. Undertaking a probation period of up to six months from undertaking my first interview during which my performance will be observed, reviewed and discussed with me by the Resource Professional Consultant and/or Chief Executive.
4. Reviewing with the Professional Consultant on a regular basis
5. Taking the lead in my own personal development by keeping abreast of developments in the field and by:-
 - attending at least 3 out of 4 possible Advisor meetings organised by Resource each year
 - participating in at least 3 observed meetings each year (one each of new client, first meeting after T&T and ongoing meeting) and to review with Resource's Professional Consultant in addition to the training period
 - discussing any issues that I may have with the Chief Executive or Resource Professional Consultant
6. Working within Resource for a minimum of the equivalent of one long half day per week (to include 2 or 3 x 1 hour appointments, writing up notes, communicating with clients) for at least 36 weeks per year.
7. Giving, wherever possible, at least 3 weeks' notice of when not available.
8. Working within the Advisor Role Description & Specification and our policy and procedures.
9. Updating client notes on Salesforce of meetings/interventions with clients ensuring the use of appropriate language.
10. Keeping client information confidential and ensuring that I work within Data Protection legislation.
11. Not sharing my personal details with clients and undertaking any communications with them via the Resource office, a Resource digital addresses and using the facility to hide my phone number if using my personal phone to contact a client.
12. Adhering to Resource's commitment to equality of opportunity and ensuring that all clients are treated equitably and fairly enabling them to realise their potential regarding future employment.
13. Attending Resource in appropriate business dress.

Name

Signed

Date