

Job Description

Employment Specialist – Connect to Work Supported Employment Service

Role Profile	Placement Coordinator
Service/Team	Skills & Learning Adult Community Education
Reports to	Programme Manager – Connect to Work
Responsible for	N/A
Number of posts	8
Post number	
Career Grade	N/A

My job improves the quality of life for the people of Bournemouth, Christchurch, Dorset and Poole by supporting economically inactive residents to secure and maintain good quality, suitable employment and by supporting employers to provide workplaces and training that provide good employment for residents with disabilities, health conditions and other barriers to employment.

Job Overview

Work with a caseload of supported employment programme participants to assist them in securing and sustaining paid employment in line with their preferences and vocational goals

Deliver the Individual Placement and Support (IPS) or Supported Employment Quality Framework (SEQF) approach; providing person centred advice and guidance to participants, whilst building positive relationships with local employers to enable participants to move into suitable employment

Provide support, guidance, coaching and on the job training where appropriate that benefits the participant and the employer

Key Responsibilities

- Manage a caseload of participants with disabilities / health support needs and other barriers to employment, employing IPS methods to offer personalised guidance and support
- Meet, assess and support participants to understand their key skills, aspirations, and goals through completing a Vocational Profile and production of an Action Plan to help them obtain and sustain competitive employment.
- Provide person-centred advice and guidance to participants
- Maintain a community focus and work collaboratively with multi-disciplinary teams, support services, referral partners, education partners, Primary Care and NHS teams, job centres and VCS organisations to maintain positive and integrated relationships, fostering a holistic approach to support

- Build positive relationships with local employers to enable participants to move into and / or maintain suitable employment including sourcing job opportunities and raising awareness of reasonable adjustments, return to work strategies and ongoing contact, reducing barriers in the workplace and supporting employers to become disability confident
- Provide a quality service through conducting regular visits, effective monitoring and in-work training and support to participants and employers to help sustain employment

Specific Qualifications and Experience

- Previous experience of the IPS model or welfare to work programmes desired
- Information, Advice & Guidance (IAG) qualification desired
- Coaching qualification desired
- Experience of providing employability support with excellent local knowledge of support services and employment opportunities
- Experience in a target driven setting
- Experience of managing a caseload
- Experience of working with a diverse range of individuals who may find it more difficult to secure sustainable employment
- Experience of applying well developed knowledge and understanding of mental ill health, neurodiversity, health conditions and disabilities to different situations
- Experience of influencing and negotiating to achieve desired outcomes
- Experience of working in community / support environments

Personal Qualities & Attributes

- Passion, drive and commitment to challenge inequality and break down barriers, with a strong belief in strength-based support and personalised care
- Enthusiastic and motivational approach to helping people achieve their potential
- Self motivated with a can-do attitude and ability to thrive in a diverse and ever changing work environment
- Creative, solution focussed approach
- High level of resilience, emotional intelligence and diplomacy, with the ability to show compassion and build rapport with participants
- Ability to remain calm under pressure
- Highly developed written and oral communication skills
- Excellent organisational and IT skills, including diary management, with the ability to manage various tasks and priorities

Job Requirements

- DBS check required
- Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car
- This is a community based role that requires remote working from a range of locations including a variety of different workplaces
- The post holder will be required to work outside of core office hours where necessary to support a participant

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.