

## Employer Engagement Case Manager

### About Shaw Trust

At Shaw Trust we believe everyone has the right to live a decent and dignified life and an opportunity for rewarding work. We are a social purpose organisation challenging inequality and breaking down barriers to enable social mobility.

Having grown from humble beginnings in 1982 in the village of Shaw in Wiltshire, finding jobs for disabled people, today we are a complex and diverse charity committed to employment as the core pathway to a better life. For us being part of the solution is about creating the conditions for this to happen, advocating and delivering services that make a real difference. Working in partnership not competition, we are part of an eco-system of purpose-led organisations, striving for a fairer, more equal society centred on opportunity for all.

### Role Purpose

1. To manage a caseload of job ready offenders in the community across the region, supporting them to prepare for work i.e. reviewing CV, job searching, securing of interviews and interview preparation etc
2. When employment focussed support is not required, work with a caseload of offenders in the community or custody to support them to break down barriers to successful resettlement achieve agreed milestones and enter training and education
3. Responsible for identifying suitable employment opportunities based on individual participants needs
4. Supporting Regional Manager to identify training opportunities linked to employment opportunities
5. Supporting participants to apply for and prepare for job opportunities through 121 appointments, job clubs and group sessions
6. Delivering training sessions on employability and sustaining employment to group of participants at community locations
7. Delivering awareness sessions to participants on training opportunities. Working with CM's to select suitable participants
8. Build robust and mutually beneficial relationships with employers and training providers across the region
9. To work with Custodial Case Managers to coordinate a through-the-gate service including undertaking pre-release handover meetings to ensure activities pre and post release are well planned.

10. To work with a range of statutory and non-statutory partners to address identified needs including Community Rehabilitation Companies, National Probation Service, Youth Offending Services, and voluntary agencies.
11. To achieve and report on individual and team daily, weekly and monthly performance targets.

Download the Job Description for full details and Person Specification.

Shaw Trust is committed to creating a diverse and inclusive working environment, where every employee, regardless of their background or lived experience, feels that they belong and can progress in their career. *We are Disability Confident Leaders, support the guaranteed interview scheme and use of the government's Access to Work scheme. Living our values we are keen to reflect the diversity of UK society at every level within our organisation. We welcome applications from all sections of the community including from people with lived-experience and/or knowledge of disability or social exclusion. If you have accessibility requirements and would like information in a different format, email: [HRSS@shaw-trust.org.uk](mailto:HRSS@shaw-trust.org.uk) to make alternative arrangements.*

**Shaw Trust reserve the right to close this vacancy early if sufficient applications are received.**