Job Title: **Mental Health Employment Adviser**

Salary Range: **£20,577- £25,577 (all other areas)**
£21,606 - £26,606 (South East)
£22,635 - £27,635 (London)

Reports to: **Team Leader**

Location:

Who are we?

Shaw Trust is a progressive charity on an exciting journey to help five times more people over the next five years. For over 30 years we have supported disabled and disadvantaged people to make positive changes to their lives through training and employment, and our ambitious plans need the right people to help us transform many more lives, in many more ways.

What we do is exciting, fulfilling and diverse and it's about to get even better. As well as employment services, we work with kids in schools, help offenders in prisons, and empower people to take part in activities that many of us would take for granted.

Working with us gives you far more benefits than a standard package; it gives you the chance to help turn someone's life around.

What we need?

To provide assessments, advice and support to clients in order to enable them to access and sustain employment, work placement and placement opportunities.

Are you right for the job?

- Do you have experience of helping turn around the lives of people through training and/or employment?
- Do you thrive in an environment that encourages you to find new ways to help people?
- Do you have a strong track record of achieving targets?
- Do you motivate people, work well in a team and stay focused under pressure?

Person Specification

Job Title: Mental Health Employment Adviser

(E = Essential D = Desirable)

SKILLS AND CORE COMPETENCIES
Technical competency (qualifications and training) • IAG level 4 or currently holding IAG Level 3 and willing to work towards Level 4. **(E)** • Health and safety qualification. **(D)**
Experience • Previous relevant experience. **(E)** • Previous experience of working with people with Mental Health issues **(D)** • Experience in working towards a target and achieving Job Outcomes **(E)**
Skills and Attributes • Commitment to providing a quality service to clients and colleagues. **(E)** • Ability to work as part of a team and individually. **(E)** • Ability to co-ordinate, evaluate and support work placements. **(E)** • Ability to negotiate and liaise at all levels. **(E)** • Ability to secure appropriate placements and jobs. **(E)** • Ability to problem solve and respond appropriately to a wide range of situations. **(E)** • A flexible approach and ability to cope with the varying demands of the role. **(E)** • Self-motivated. **(E)** • Good organisational skills. **(E)** • Ability to work as part of a team and on own initiative. **(E)** • Knowledge of training. **(D)**
Personal qualities, communicating and relating to others • Good interpersonal, communication and presentation skills. **(E)**
Safeguarding • Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. **(E)** • This post requires a Criminal Records Bureau disclosure at Enhanced Level. **(E)**
Other • Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. **(E)** • Positive attitude to disability. **(E)** • A willingness to undertake frequent travel as required. **(E)**

Main Duties and Responsibilities

Duties

1. To promote and market the Trust as directed.

2. To engage with employers in order to identify and secure employment and work placements for clients

3. To monitor and maintain a caseload of clients by developing appropriate referral sources for new clients. Conducting assessments and producing individual personal development plans. To enable clients to achieve paid employment, community based training or work placements.

4. To produce client CV's and support in completion of applications for employment.

5. To develop and provide vocational guidance to individuals, assisting with identifying their key strengths and appropriate career direction.

6. To work with employers to promote the service, identify job opportunities and ensure appropriate strategies are in place to reduce barriers in the workplace.

7. To provide a quality service to clients by conducting regular visits effective monitoring, evaluation support and guidance to clients and employers.

8. To assist where necessary with job retention.

9. To liaise effectively within the Trust and with all appropriate partners.

10. To carry out effective and efficient procedures, producing appropriate records/reports as required.

11. To maintain awareness of employment and disability issues.

12. To attend Area, Regional and National meetings as required.

13. To adhere to the Trust 's policies and procedures.

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.

2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.

3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.

4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.

5. The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.

6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.

7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.

8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.

9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.

10. Recycle and manage energy within your environment.