



## Job Description

**Job Title:** Employment Adviser

**Reports to:** Senior Employment Adviser

**Salary:** £25,710.00 - £30,861.00 per annum

**Location:** Hackney/Croydon plus hot desking and outreach as required

### Purpose

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

You're the person who can help people access the right job for them at the right time with the right support built around them, all key elements in transforming the lives of people with common mental health conditions.

Working daily with participants, health professionals, volunteers and service providers, Employment Advisers are focused on making sure a person's journey into employment, with associated improved social inclusion and well-being, is as easy as possible. You will deliver these activities on one of two high profile contracts in London. The contracts are co-funded by the Big Lottery and the European Social Fund and deliver Independent Placement and Support (IPS) services to people with common mental health conditions.

Our Employment Advisers will need to understand the needs of project participants and employers and work creatively and sympathetically to make appropriate participant/employer matches. Support will continue through a programme of in work



support led by the Employment Adviser and continuing to address the needs of participant and employer for up to 9 months after job start.

As an Employment Adviser, you will need to be an able communicator, passionate about getting it right and focused on transforming individual lives through sustainable solutions.

You will work with people on their individual employment journey from initial assessment to the point where they no longer require face to face in work support. Key milestones on a typical journey are: initial assessment; action planning; review and progress measurement; job brokerage, working on a one to one basis with employers to match people with appropriate employment; planning, providing and coordinating support whilst in employment; managing withdrawal of support as the in work support period comes to an end.

Working closely with the project Navigator, who will have a detailed understanding of support available across voluntary, public and health services locally, you will wrap appropriate levels of support around participant journeys to address additional barriers preventing access to employment.

This role is perfect for individuals who have experience either in the employment advice field or as practitioners within a community mental health and/or wellbeing setting, but who are open to additional training and support where required. In all cases, a practical understanding of primary and secondary care, coupled with the ability to champion and embrace change would be helpful. The successful candidate will have a solution focussed approach, be highly organised and be able to deliver to agreed service specifications and outcomes.

### **Are you right for the job?**

- Do you have experience within an employment advice and/or community mental health or wellbeing setting?
- Do you have the ability to turn around the lives of people through engagement and inclusion?
- Do you have a strong track record of achieving positive outcomes?
- Do you motivate people, work well in a team and stay focused under pressure?
- Do you feel passionate about reducing the impact of stigma on people's lives and opportunities



## Main Duties and Responsibilities

1. To promote and market the Trust as directed.
2. To maintain and support a caseload of individual participants, providing assessment to address need, action planning to address barriers to employment and ongoing support to improve employability pre- and post-employment.
3. To engage effectively with Shaw Trust and partner employer engagement teams to identify appropriate employment opportunities for people
4. To support individual production of CVs and application forms and co-ordinate and deliver preparatory activity to support participants into work, e.g. delivery of interview technique training or co-ordination of referral to specialist community-based services.
5. To develop and provide vocational guidance to people, 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 by conducting regular visits, effective monitoring, evaluation support and guidance to participants and employers.
8. To assist with job retention through the delivery and coordination of ongoing support.
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.

**This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.**

## 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 a Diversity and Inclusion 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 in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p><b>Person Specification</b></p> <p><b>Job Title:</b></p> <p>(E=Essential D=Desirable)</p>
<p><b>SKILLS AND CORE COMPETENCIES</b></p> <ul style="list-style-type: none"> <li>• Commitment to providing a quality service to clients and colleagues. <b>(E)</b></li> <li>• Ability to work as part of a team and individually. <b>(E)</b></li> <li>• Ability to co-ordinate, evaluate and support work placements. <b>(E)</b></li> <li>• Ability to negotiate and liaise at all levels. <b>(E)</b></li> <li>• Ability to secure appropriate placements and jobs. <b>(E)</b></li> <li>• Ability to problem solve and respond appropriately to a wide range of situations. <b>(E)</b></li> <li>• A flexible approach and ability to cope with the varying demands of the role. <b>(E)</b></li> <li>• Self-motivated. <b>(E)</b></li> <li>• Good organisational skills. <b>(E)</b></li> <li>• Ability to work as part of a team and on own initiative. <b>(E)</b></li> <li>• Knowledge of training. <b>(D)</b></li> </ul>
<p><b>Technical competency (qualifications and training)</b></p> <ul style="list-style-type: none"> <li>• IAG level 4 or willing to work towards Level 4. <b>(D)</b></li> <li>• Relevant additional training in the health and social care field, including safeguarding, motivational interviewing, mental health awareness <b>(D)</b></li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Previous relevant experience. <b>(E)</b></li> <li>• Previous experience of working with people with Mental Health issues <b>(D)</b></li> <li>• Experience in working towards a target and achieving Job Outcomes <b>(E)</b></li> </ul>
<p><b>Skills and Attributes</b></p> <ul style="list-style-type: none"> <li>• Commitment to providing a quality service to clients and colleagues. <b>(E)</b></li> <li>• Ability to work as part of a team and individually. <b>(E)</b></li> <li>• Ability to co-ordinate, evaluate and support work placements. <b>(E)</b></li> <li>• Ability to negotiate and liaise at all levels. <b>(E)</b></li> <li>• Ability to secure appropriate placements and jobs. <b>(E)</b></li> <li>• Ability to problem solve and respond appropriately to a wide range of situations. <b>(E)</b></li> <li>• A flexible approach and ability to cope with the varying demands of the role. <b>(E)</b></li> <li>• Self-motivated. <b>(E)</b></li> <li>• Good organisational skills. <b>(E)</b></li> <li>• Ability to work as part of a team and on own initiative. <b>(E)</b></li> <li>• Knowledge of training. <b>(D)</b></li> </ul>



**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 Disclosure and Barring Service Check at an Enhanced level **(E)**

**Other**

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. **(E)**