

INTRODUCTION

We are looking to recruit a talented, results-oriented Senior Employment Specialist to join our dynamic and performing team. Through our work across West and North London, we support people with mental health problems to find and sustain work. We do this through the internationally recognized Individual Placement and Support (IPS) approach and engage with clients to gain and sustain work. You will need to be comfortable working in a results-oriented environment, supporting delivery of key contracts and building productive high-quality relationships with our partners.

JOB DESCRIPTION

This role is funded by the European Social Fund and The National Lottery Community Fund. This project started March 22nd 2017 and continues until March 2022.

Application Deadline:	8 th April 2021
Interview:	19-21 st April 2021
Job Title:	Senior Employment Specialist
Responsible to:	Frank Fallon (Service Manager)
Location:	Ealing (homeworking at present in lockdown)
Hours:	36 hours per week
Salary:	£27,000
Project:	IPS Works
Contract Type:	Fixed term until March 2022 (with possibility of extension)

Job Purpose: To provide an IPS employment service to support to enable people with common mental health problems to progress to and gain and sustain paid employment.

Working in partnership with Ealing IAPT as an integral team member, you will deliver an employment service following the Individual Placement and Support (IPS) model to a caseload of clients. You will be based in Ealing (homeworking during lockdown) and will

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work with clients on a one to one basis, supporting them with the confidence and practical tools to secure and maintain employment. As a Senior Employment Specialist, you will lead on referral triage and support the Service Manager will local stakeholder management including IAPT and JCP and champion Employer Engagement activities. In the future, in agreement with you and your line manager there may be additional responsibilities including managing or mentoring 1 or 2 Employment Specialists.

Responsibilities and Duties:

1. Support the project in ensuring effective delivery of contract requirements
2. Engage with a caseload of clients with common mental health problems and establish trusting, collaborative relationships to support them into employment in line with contract targets and IPS fidelity.
3. Assess clients' employment support needs; implementing and adjusting employment plans as necessary to support each client's desired outcomes.
4. Develop and deliver a range of practical services to meet clients' needs including career guidance, job searching, CV preparation, interview skills, individual coping techniques, work coaching, and pre—employability group workshops.
5. Understand the complex issues a client may face, recognise holistic support needs and in conjunction with clinical staff signpost accordingly.
6. Facilitate access to expert financial advice on welfare benefits and 'access to work' resources.
7. Provide ongoing support to employed clients to support them to stay and progress in work.
8. Provide stakeholder management of both referral partners, Ealing IAPT and JCP, ensuring Promotion of service to both IAPT & JCP teams. Prepare and submit monthly performance reports and attend monthly IAPT Team meetings.
9. Support the project in ensuring effective delivery of contract requirements
10. Collaborate with community partners to raise awareness of employment and mental health issues and promote access to the service.
11. Maintain accurate and up to date records of activity and outcomes in line with service requirements.
12. Receive regular supervision and training to meet individual, team, and organisation's needs.
13. Champion employer engagement activity across the team including sourcing and maintaining up to date information on employment, labour market issues and local

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services, supporting team members to carry out employer engagement and direct engagement with prospective employers to build networks and facilitate employment opportunities.

14. Contribute to the development of a service that is locally responsive and supports minority/disadvantaged communities.
15. Comply with and actively promote all Twining policies and procedures including Equality and Diversity, safeguarding and data protection.
16. In agreement with line manager possibility in future to manage or mentoring of Employment Specialists. Line Management would involve regular supervision, caseload review, support, and guidance to ensure effective performance against the contract requirements.

Attitudes

- Positive, professional, and self-motivated
- Dynamic personality, confident engaging with a range of stakeholders to promote the service
- Strong belief in the value of employment in supporting good mental health
- Empathetic and person centred
- Committed to equal opportunities and diversity
- Open to feedback and proactive in addressing self-development needs

Skills, Ability & Knowledge

- Understanding and experience of the support needs of people with severe and enduring mental health problems in returning to/retaining mainstream employment
- Knowledge and experience of working in an NHS setting and good understanding of NHS process and procedure
- Experience of providing effective management, coaching and support to colleagues to promote development and performance improvements
- Experience of working effectively in a target-driven environment
- Strong needs assessment and action planning skills
- Excellent interpersonal & communication skills (face to face, by telephone and in writing)
- Confident presenting to employers, teams of health professionals and other stakeholders
- Good organisational and prioritisation skills
- Competent in accurate record keeping, administration & the main Microsoft Office packages
- Ability to work independently and as a member of a team
- Good problem-solving skills

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- Ability to travel throughout Ealing and the wider London area.
- Willing to work flexibly in response client's needs, including occasional out- of-office hours

Desirable Knowledge and Experience

- Experience of working effectively with clinical teams.
- Knowledge of employment law and the Equality Act 2010
- Knowledge of and commitment to relevant policies, procedures, and standards e.g. Health & Safety, Confidentiality (Data Protection), Equality & Diversity and Sustainable Development