



Employment Specialist

Salary:	£18,745 - £20,138 pro rata depending on experience
Contract Type:	30 hours, Monday – Friday
Holiday allowance:	25 days per year plus bank holidays pro rata
Location:	The Cellar Trust, The Old School, Farfield Road, Shipley, BD18 4QP
Responsible to:	Pathways to Employment Manager
Informal enquiries:	Jayne Chapman 01274 586 474, jayne.chapman@thecellartrust.org
Closing Date:	24 Jun 2018
Interview Date:	03 July 2018

Working with us

There aren't many people who can say that their job changes and saves lives? At The Cellar Trust we can. We are a small but growing local mental health charity based in Shipley and have been supporting people from Bradford, Airedale, Wharfedale and Craven for over 30 years. We deliver lots of brilliant services, to give people a helping hand with their mental health, but whatever your role is within the organisation you will have the chance to make your mark, and see the impact of the work you are doing.

We already do great work (even if we do say so ourselves) but we always want to be better and that means that we constantly innovate and improve. We also have lots of exciting plans for the future so that we can deliver even better services, and reach more of the people who need us.

We want The Cellar Trust to be a great place to work which means that we understand the importance of work-life balance. 90% of our Cellar Trust team work part-time and most of our team also have flexible working arrangements, so whatever the role is, we are open to chatting about working patterns. We also want our team to flourish - so we are committed to you as an individual and helping you to learn, develop and grow along your career path.

We are looking for people who driven by values, passionate about mental health and want to use their skills and experience to help us to deliver exciting change.

About this role

This is a community based role so you will need to be comfortable with travel and independent working, as well as working as part of a great team. A positive and proactive approach is essential, as well as the ability to be highly organised.

You will have experience of working with people to build confidence and skills, and a good track record of helping people to find paid employment. Experience of working in mental health is not essential, as training will be provided, but you must be passionate about mental health.

Lived expertise of mental health problems is also desirable as we believe that peer support can play a huge role in service delivery. We would also welcome applications from candidates with additional language skills.

Our values

Our values are at the heart of everything we do so we are looking for people who can live these through their work:

Diversity

- We are all different but equal
- We value and respect each other
- We will not tolerate discrimination or stigmatisation

Hope

- We believe in individuals
- We don't give up
- We believe in brighter futures for all

Continuous improvement

- We build on strengths
- We believe things can always be better
- We promote independence

Dedication

- We are relentless in our quest
- We are passionate about our work
- We go the extra mile

Partnership

- We believe in great team work
- We believe in partnership and integration
- We are excellent partners

What can we offer to you?

We think there are six big things which makes The Cellar Trust a great employer:

- **We change and save lives.** How many people can say that the work they do every day has this sort of impact? Whatever your role here you will see the direct contribution to what we do and the difference that that makes.
- **We are flexible.** We know life that work/life balance is essential so there are opportunities for flexible working hours.
- **We are a lovely team....** even if we do say so ourselves. Have a look at our website for more on what our colleagues say about working here.

- **We invest in your success.** We are passionate about individuals and teams flourishing so we invest in ongoing personal and professional development, and look for opportunities for people to embrace their skills and passions.
- **We're innovators.** We believe in continuous improvement and are always looking for ways to be at the cutting edge of delivery – and everyone in our organisation has an opportunity to input into and drive that innovation.
- **We work in partnership.** When you work for The Cellar Trust you are part of our team, but we have strong partnerships with lots of other organisations from the NHS and local authority to other charities and businesses. That means that you will have a chance to get a broad range of experience.

For more information about our organisation and the work we do please visit:

www.thecellartrust.org

@TheCellarTrust

<https://www.facebook.com/TheCellarTrust>

Please send your completed application form to polly.mellor@thecellartrust.org

Please note that CVs will not be accepted and applicants must use their person statement to address all areas of essential criteria in the person specification.

The Cellar Trust is an equal opportunities employer. If you would like to request any reasonable adjustments at interview stage of the recruitment process please specify this in your application.

Key tasks

Our employment service works using the Individual Placement and Support (IPS) model.

www.centreformentalhealth.org.uk/what-is-ips

Employment support

- To deliver employment related support in line with the IPS model of delivery and in line with our Cellar Trust values.
- To deliver high quality employment related support in line with the IPS model of delivery including but not limited to job search, CVs, interview preparation, confidence building and development of employability skills.
- To work with clients and employers to set up and manage supportive work experience placement opportunities
- To contribute to team meetings, discussions and activities.
- Any other duties commensurate to the post, to be decided by your line manager including being prepared to take a flexible, team based approach to delivery.

Employer engagement

- To work proactively with employers to identify opportunities for work experience placements and paid employment opportunities including vocational profiling, job carving and negotiating reasonable adjustments.
- To develop excellent relationships with a range of local employers
- To work positively and sensitively to raise awareness of mental health, particularly in the context of work, addressing areas of stigma.
- To work as part of the team to deliver activity in line with key performance indicators and in line with our funding contracts.
- To liaise with other colleagues and other organisations to identify and address other wider barriers to employment.

General

- To work independently across the community, including regular travel across Bradford, Airedale, Wharfedale and Craven.
- Act as an ambassador for The Cellar Trust, in line with our values, liaising with professionals and organisations across the district including referrers, partners and employers.
- To ensure that notes and data is recorded in an accurate and timely manner, and all associated paper work is kept up to date.
- To work closely with other health and social care professionals including statutory and voluntary agencies to ensure that support is joined up and high quality.
- To plan workload, manage own time in order to meet agreed delivery targets.
- Work flexibly, as required. This might require some working out of 'normal' hours, however, we do operate a time off in lieu policy.
- To maintain a professional relationship with the clients of the programme and with other staff, paying particular attention to confidentiality and the maintenance of boundaries.
- To engage in the supervision, training and personal development activities consistent with the requirements of the post, and take a proactive approach to continued personal and professional development.

Person specification

We are unable to accept CVs so please ensure that your personal statement covers all aspects of the Essential Criteria.

The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service Check.

Criteria	Essential	Desirable
QUALIFICATIONS	GCSE English and Maths Grade C or above or equivalent experience	Degree Occupational Therapy qualification Mental health related qualification
SKILLS AND EXPERIENCE	Experience of working with people to help them to move into employment including job search, CV development and interview skills	Experience of working in mental health
		Experience of working with people: <ul style="list-style-type: none"> - Who have been involved in the criminal justice system - who have concurrent substance misuse problems - with a concurrent physical disability or learning difficulty with autism
	Experience of working with clients to develop future focused action plans	Experience delivering group work and/or training
	Experience of working with employers	
	Excellent interpersonal and written communications skills	

	Experience of writing client notes	
	Experience of using databases to input data	
	Ability to build positive working relationships with placement hosts and potential employers	Experience of sourcing and arranging suitable work experience placements
		Experience within or working in partnership with the NHS
		Experience of working in the Voluntary and Community Sector
		Additional language skills
	Experience of working to performance targets	
KNOWLEDGE	Understanding of information governance and the implications when working with this client group	Basic understanding of HR law in relation to individuals with a disability
	Understanding of safeguarding and the implications when working with this client group	
	Understanding of the principles of recovery	
	Understanding of the barriers to work for people recovering from mental health problems	
PERSONAL ATTRIBUTES	Strong commitment to supporting others to build independence, confidence, and skills	
	Patient, non-judgmental, respectful and compassionate	
	Comfortable working in a changing and developing service and committed to continuous improvement	
	Comfortable working under pressure and ability to prioritise work, and multi-task	
	Strong commitment to working collaboratively as part of a team including being prepared to work collectively on organisational tasks outside of immediate job description	
	Proactive approach to continued personal and professional development	
	Self-motivated and pro-active in seeking out ways to resolves problems/challenges	
	Commitment to working in line with and championing The Cellar Trust values	
	Committed, passionate and enthusiastic about mental health and wellbeing	Lived expertise of mental health problems and willingness to use this to support the recovery of others
OTHER	Ability to work occasional evenings and weekends to attend or support key events	
	Driver and access to a car	