



Employment Specialist

Job Title:	Employment Specialist
Location:	The Cellar Trust, Farfield Road, Shipley, BD18 4QP
Responsible to:	Pathways to Employment Service Lead
Hours of work:	Part time - 30 hours per week
Salary:	£17,073 - £20,868 per annum pro rata (depending on experience)
Contract:	Fixed term contract for 3 years
Holiday allowance:	25 days per year plus bank holidays, pro-rata
Informal enquiries:	Michelle Rhodes (Pathways to Employment Service Lead) 01274 586 474 or michelle.rhodes@thecellartrust.org
Applications to:	Lucy Quirk (HR & Governance Administrator): lucy.quirk@thecellartrust.org
Closing Date:	5pm Tuesday 26 November 2019
Interview Date:	Tuesday 03 December 2019

General

The Cellar Trust is an equal opportunities employer and applications are welcome from all sections of the community, particularly BAME and LGBTQ communities who are underrepresented within the organisation.

We are a Disability Confident employer, and offer a guaranteed interview to candidates with a disability who meet all the essential criteria in the person specification. If you would like to request a guaranteed interview because of a disability, or you would require any reasonable adjustments at the interview stage of the recruitment process, please specify this in your application.

Please note that CVs will not be accepted and applicants must use the Experience section of the application form to state how they meet all of the essential criteria in the person specification.

Only applicants invited to interview will be informed – if you have not been contacted within two weeks of the closing date then you have not been shortlisted. Feedback will only be given to applicants who are unsuccessful at interview stage. If you would like to request any reasonable adjustments at interview stage of the recruitment process please specify this in your application. The successful candidate will be required to undertake a Disclosure and Barring Service check.

Job Purpose

We are looking for someone with 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.

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.

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 employment service works using the Individual Placement and Support (IPS) model. You can find out more about this here: www.centreformentalhealth.org.uk/what-is-ips

Accountability

- Responsible to the Pathways to Employment Service Lead.
- No direct managerial responsibilities.

Key duties and responsibilities

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.

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.
- 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.

Person specification

All aspects of the person specification will be assessed through the application form with additional questions at interview stage. Please ensure that all of the criteria is addressed in your personal statement with examples/evidence for each aspect of the role.

Criteria	Essential	Desirable
QUALIFICATIONS	GCSE English and Maths Grade 4 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 clients to develop future focused action plans	Experience of working with people: Who have been involved in the criminal justice system; who have concurrent substance misuse problems; with a concurrent physical disability or learning difficulty; and/or with autism
	Experience of working with employers including the ability to build positive working relationships with placement hosts and potential employers	Experience delivering group work and/or training
	Excellent interpersonal and written communications skills	Experience of goal setting and action planning
	Experience of using databases to input data	Experience of writing client notes and keeping records
	Experience of working to performance targets	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	
	Lived expertise of mental health problems and willingness to use this to support the recovery of others	
KNOWLEDGE	Understanding of information governance and the implications when working with this client group	Basic understanding of employment 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	
OTHER	Ability to work occasional evenings and weekends to attend or support key events	