



Youth Employment Specialist

Job Title: Youth 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: £18,635 - £21,035 FTE per annum, pro rata
Contract: Permanent
Holiday allowance: 25 days per year plus bank holidays, pro-rata
Informal enquiries: Michelle Rhodes (Pathways to Employment Service Lead) on 01274 586 474 or michelle.rhodes@thecellartrust.org
Applications to: recruitment@thecellartrust.org
Closing Date: 11:59pm Sunday 10th October 2021`
Interview Date: w/c 11 October 2021

General

We are a 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 are committed to offering flexible working options to our staff where we can and have a range of possibilities that can be considered, if appropriate to the role. This may include options such as flexi-time, hybrid working (a mixture of home and office based) and compressed hours.

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 also 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.

To apply for this post please submit your CV with a covering letter stating how you meet the person specification to recruitment@thecellartrust.org. If you would like a copy of any of the recruitment documents in another format, such as a paper copy, please email recruitment@thecellartrust.org. Only candidates invited to interview will be informed and due to the volume of applications received we may only be able to give feedback to people who are unsuccessful at interview stage.

Job Purpose

The Cellar Trust offers a range peer support services to our clients and we know that peer support can make a big difference in assisting the recovery journey of people suffering with mental health problems. This role will be part of our Pathways to Employment team, delivering employment support services to help our clients move forward with their lives and achieve their goals.

We are looking for someone with lived experience of mental health problems as a young person and who may have also used children and young people's mental health services. You will draw on your lived experience to provide a peer support role to young adults transitioning from childrens' to adults' services. You will also have experience of working with people to build confidence and skills. As a values driven mental health charity we are also looking for someone who is passionate about mental health and making a difference and who is able to work sensitively with staff, volunteers and clients. Experience of working in mental health is not essential, as training will be provided.

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. 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

With support from the Senior Employment Specialist:

Pre-employment support

- Deliver high quality pre-employment related support including initial action planning and goal setting and helping to understand and overcome barriers to employment.
- Work in a recovery-focused and person-centred way, which builds confidence and helps people to move forward.
- Deliver self-development workshops.
- Facilitate peer support groups.
- Use own lived experience of recovery from mental health problems, as appropriate, to inspire and support others.

Employment support

- Deliver high quality, employment-related support including job search, C.V. building, interview preparation, confidence building and the development of employability skills.
- Work with clients and employers to set up and manage supportive placement and work experience opportunities.

Transitional Support

- Support clients who are transitioning from children's' services to adult services.
- Liaise with children and young people's services and other professionals involved with this client group.

General

- 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.
- Ensure that notes and data is recorded in an accurate and timely manner, and all associated paperwork is kept up to date.
- Work closely with other health and social care professionals including statutory and voluntary agencies to ensure that support is joined up and high quality.
- Plan own workload and manage own time in order to meet agreed delivery targets.
- Maintain a professional relationship with clients and staff, paying particular attention to confidentiality and the maintenance of boundaries.
- 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.
- Work flexibly, as required. This might require some working out of 'normal' hours, however, we operate a time off in lieu policy.
- Perform any other duties relevant to the post (to be decided by your line manager), including taking a flexible, team-based approach to delivery.

Person specification

All aspects of the person specification will be assessed through the application process with additional questions at interview stage. Please ensure that all of the criteria are addressed in your cover letter.

Criteria	Essential	Desirable	
QUALIFICATIONS	Good general education to include English and Maths Level 4 or above, or equivalent experience	Degree	
SKILLS & EXPERIENCE	Experience of working with young adults to help them build confidence and skills and to move forward.	Experience of working with young adults	
	Experience of working with people to help them move into employment and gain knowledge and skills along the way	Experience of working with people who have been involved in the criminal justice system and/or have substance misuse problems and/or with a concurrent physical disability / learning difficulty or autism.	
	Ability to build positive working relationships outside of immediate team.	Experience of CV building, liaising with employers, job searches etc.	
	Good IT skills including experience of using databases to input data.	Experience delivering group work and/or training.	
	Ability to deal with sensitive information with professionalism and maintain confidentiality at all times.		Experience of working in a mental health setting.
			Experience of working in the voluntary sector
			Experience of writing client notes.
			Additional language skills
		Experience of working to performance targets.	
KNOWLEDGE	Understanding of the importance of client confidentiality and data protection.	Knowledge of the voluntary sector	
	Understanding safeguarding and the implications when working with clients.	Awareness of mental health problems and how they can impact on everyday life	
	Understanding of the principles of recovery.		
	Understanding the barriers to work for people recovering from mental health problems.		
PERSONAL ATTRIBUTES	Commitment to working in line with and championing The Cellar Trust values.		
	Good team worker who is prepared to work on tasks outside of immediate remit		
	Commitment to ongoing learning and development.		
	Ability to reflect on personal experiences of mental health problems, and comfortable with sharing them in the context of a work role.		
	Ability to maintain a healthy work/life balance and commitment to look after own health and mental wellbeing.		
	Patient, non-judgmental, respectful and compassionate.		