



JOB DESCRIPTION

- JOB TITLE:** Employment Officer – Workable NI
- LOCATION OF POST:** Any NOW site as required
- REPORTS TO:** Employment Development Manager
- HOURS:** 37.5 hrs per week
- SALARY:** £20,500 (within the salary band of £19,890 to £22,056)
- MAIN FUNCTION:** The post holder will join an existing team of staff whose focus is to sustain jobs through the WorkableNI Programme (for people with learning disabilities, difficulties and those with an ASC). The successful candidate will liaise regularly with clients and employers in a professional manner, whilst providing support to both parties. A key role will be to understand and resolve any difficulties that may arise during employment, and will include making recommendations for reasonable adjustments and meeting legislative obligations. The post holder will also identify opportunities within workplaces to support new clients who may be eligible for support from WorkableNI.

MAIN RESPONSIBILITIES:

Customer/Stakeholder

1. Mentor and assist participants throughout their individual journey in paid employment providing person-centred support to help them achieve their goals.
2. Develop and maintain strong working relationships with employers to sustain employment opportunities.
3. Encourage and support participants to take part in relevant training to achieve their goals.
4. Work effectively with colleagues as part of a team to ensure participants learning and development needs are met in line with NOW's quality system.
5. Work closely with Job Coaches/Trainers/Colleagues to provide a full range of participant centered support to optimize positive progression.

Finance

6. Contribute to the monthly activity/financial monitoring returns as outlined by funders.
7. Maintain accurate financial records required for expenses and funder requirements.

Internal Processes

8. Ensure the notification to the appropriate Manager of any untoward incident / accident involving either staff or participants, and the recording and reporting of any such incident / accident to the appropriate authorities.
9. Regularly and accurately maintain appropriate participant records and complete monthly reports in line with NOW's quality system.
10. Participate in bi-monthly support and supervision meetings with your line manager, including interim and annual appraisals.
11. Work with NOW's team of professionals to ensure effective individual participant journeys.
12. Comply with Organisational, Project and Legal Codes of Practice and Conduct.
13. Maintain and adhere to appropriate disciplinary standards.

Learning, Growth & Sustainability

14. Liaise with your line manager on emerging participant needs and developments within the field of employment/learning disability.
15. Be self-motivated and able to manage own workload with supervision from your line manager.



16. Actively engage with community to promote opportunities for participants.
17. Demonstrate willingness towards learning and apply new skills appropriate to the evolving needs of the project.
18. Develop strong working relationships with agencies/organisations who may be beneficial to participants and the programme.
19. Demonstrate a positive image of the organisation in all aspects of your work.
20. Promote and disseminate information on the work of NOW by undertaking presentations, attending conferences and training courses etc. when required.
21. Contribute to an effective, current and shared network of employers to ensure a full range of opportunities for participants.

Health and Safety

22. Ensure the implementation and observance of Health and Safety Regulations.

Equal Opportunities

23. Understand and promote Equality of opportunity.

Other

24. Keep pace with developments within the community and voluntary sector in relation to employment and assist partners in ensuring we have in place appropriate actions to maintain Quality Standards.
25. Undertake any training as deemed necessary and to carry out any other duties as deemed appropriate to the post by Senior Management.



PERSONNEL SPECIFICATION FOR THE POST OF EMPLOYMENT OFFICER - SHORTLISTING CRITERIA

ESSENTIAL CRITERIA

1. A full current driving licence and access to a car. Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a licence.
2. Ability to be flexible and adaptable - hours are flexible and may involve evening and weekend work as required.
3. Minimum level 2 qualification in English and Maths.
4. Minimum of one year's paid experience of either:
 - Learning disabilities/difficulties
 - Community engagement
5. Experience of liaising with employers.
6. Confidence, resilience and ability to self manage.
7. Excellent level of IT, communication skills and public-speaking/presentation skills.
8. Clear understanding and articulation of the principles of supported employment.

DESIRABLE CRITERIA

1. Level 3 qualification or above.
2. Foundation Diploma in Supported Employment.
3. One year's experience assisting individuals into work.
4. Proven track record of securing and sustaining employment for people with barriers to learning.
5. Experience of building local networks.
6. Knowledge or ability to embrace digital and social media.
7. Knowledge of government programmes to support people to gain and sustain employment.

Shortlisting will be based on the evidence that you supply on your application form to satisfactorily demonstrate how, and to what extent, you meet the above criteria. The Shortlisting Panel will not make assumptions as to your circumstances, qualifications, and experience.

Employment with NOW Group may be subject to a check from the Access NI Service. For positions in regulated activity a check of the Data Barring Service (DBS) will be required. For further information please refer to the Access NI Code of Practice at: <http://www.nidirect.gov.uk/accessni>