



## Candidate Information

For the position of

**Employment Officer- SS2122**

**Completed application forms must be returned to BeyondHR by Tuesday, 26th October 2021.**

## Foreword from the Services Manager

Dear Applicant,

Thank you for expressing your interest in the post of Employment Officer.

Reporting directly to the Employment Services Coordinator this post is an important role within the Employment Service Team. The Employment Officer will work 100% of their time on ESF. Under the direction of the Employment Service Coordinator, the Employment Officer will assist in developing the employability of people with learning disabilities and moderate learning difficulties. The Employment Officer will assist in the development of participants through work placements and providing support tailored to their needs. Additionally they will assist the client with CV preparation, vocational profiling, mentoring, and interview preparation, towards securing paid employment. The outcome of which being a positive contribution to, and improvement of the lives of people with learning disabilities and difficulties.

The post requires an individual with excellent organisation and communication skills, as well as an understanding of the difficulties faced by our client group, demonstrating a high degree of empathy to ensure that each client realises their potential. The individual will also have strong interpersonal skills to connect and build a wide range of connections including internal departments, parents/ guardians, social workers, employers, community groups and multi-disciplinary teams.

The role requires an individual with enthusiasm and motivation. The post holder will have the capability to be a self-starter and enjoy working to KPIs and targets.

Stepping Stones NI offers a diverse working environment with an opportunity to positively and directly impact upon people with learning disabilities and difficulties through the delivery of service lines.

If you share a commitment to our values and believe in the work we do, we want to hear from you. Please find enclosed relevant information relating to our organisation and the role including the selection process.

Yours sincerely,

Emmett Mullally

Interim Services Manager

## Background to Stepping Stones NI

Stepping Stones NI support people with a learning disability and learning difficulties to realise their potential for a better future.

We have come a long way since we began in 1996 with our four services at our core. Our social enterprises include three cafes, a bespoke wedding stationery business and a guild commended picture framing business. Each social business serves as a realistic training platform for our trainees with 100% of our customer's money reinvested to support our work.

Since our formation we have been supporting people who face all kinds of barriers to employment including learning disabilities, learning difficulties, Autism, ADHD and Dyslexia.

Our offer has extended beyond Lisburn in recent years expanding to 4 council areas: Lisburn and Castlereagh, Ards and North Down, Newry, Mourne and Down, Armagh, Banbridge and Craigavon.

We support young people to make their move from school into further education, training and employment through our [Transitions Service](#). Our [Youth Service](#) helps young people 16-24 to develop their social skills, gain training and work experience. Our [Training + Employment Service](#) supports people of all ages to gain qualifications and find employment.

We have links with lots of employers and see the real and lasting benefit of our trainees achieving new skills, work placements and paid jobs.

With the right support people who experience barriers to employment can get a job that they enjoy and stay in that job.

## Our mission

“To support people with a learning disability or a learning difficulty to realise their potential for a better future.”

## Values

- **We Respect** everyone's right to a life more fulfilled.
- **We Inspire** employers and the wider community to see disability differently.
- **We Nurture** all of our People to be their best.
- **We Empower** each-other to make a positive impact on the world.
- **We are Driven**, seizing every opportunity to create better lives.
- **We are Honest** and always do the right thing.
- **We are Positively Charged** to make things possible.
- **We are Quality Focused**, to always ensure the highest standard

## Objectives

1. Responsible for sourcing work opportunities/employment, and providing support to people with learning disabilities and/or learning difficulties in their jobs.
2. To equip individuals participating in projects with knowledge, skills, attitudes and qualifications to enable progression to supported placement
3. To increase disability awareness amongst employers, and society.
4. To promote independence and social inclusion amongst adults with learning disabilities and difficulties participating in projects.
5. To provide a quality service to stakeholders accessing Stepping Stones services and social enterprises.
6. To promote cooperation and develop links with other relevant agencies to maximise opportunities for people with a learning disability or learning difficulty.

## Job Description

<b>Job Title:</b>	Employment Officer
<b>Reporting to:</b>	Employment Services Coordinator
<b>Responsible for:</b>	The Employment Officer will work 100% of their time on ESF. Under the direction of the Employment Service Coordinator, the Employment Officer will assist in developing the employability of people with learning disabilities and moderate learning difficulties. The Employment Officer will assist in the development of participants through work placements and providing support tailored to their needs
<b>Location:</b>	Based in Antrim Street Lisburn (Hybrid working) and covering Lisburn and Castlereagh Borough Council, Ards and North Down, Newry Mourne and Down, and Armagh Banbridge Craigavon
<b>Salary:</b>	<b>£24,231 per annum</b>
<b>Pension:</b>	7% contribution
<b>Holiday entitlement:</b>	25 Days plus 11 Statutory Days
<b>Duration:</b>	to 30 <sup>th</sup> September 2022 (with possibility of extension)
<b>Hours of work:</b>	37 hours per week
<b>Other Benefits:</b>	Private Healthcare and access to health and wellbeing platforms Holiday Purchase "Buy Back Scheme" 25% Discount in our Social Enterprises Volunteer Scheme- Up to 2 days annual leave to volunteer with other charities/community groups Employee Assistance Scheme Bonus Scheme

## Key Purpose of the post

To support the continued growth of Stepping Stones NI we are seeking to appoint an Employment Officer to join its great team.

The person will be part of a team that is focussed on sourcing and securing employment for, and providing direct support to people with learning disabilities and/or learning difficulties, developing their employability skills. This individual will dedicate 100% of their time to Stepping Stones ESF programme which is part funded by the Department for the Economy. The individual will be a self-starter, with passion and motivation to make a difference.

The individual will be a member of a team, who places a premium on quality, to ensure that the extensive range of services and projects offered are compliant and person centric.

## Main Responsibilities

### Employment Development

- Responsible for sourcing work opportunities/employment, and providing support to people with learning disabilities and/or learning difficulties in their jobs.
- To conduct interviews with the participant and other appropriate persons (stakeholders) to determine the interests and expectation of the participant in relation to work
- To develop and review the Vocational Profile of the client in preparation for work experience placement or employment.
- Conduct regular interviews with the client and other appropriate persons to determine the interests and expectation of the client in relation to work.
- To liaise with trainees, clients, parents/carers, Social Workers, Schools and any other referral agents to identify clients appropriate to the employment service and ensure clients vocational needs are met in work placements.
- Assessing and identifying participant needs and liaising with staff in all departments, such as training, and identify learning needs of clients in preparation for work
- Develop and review each client's individual action plan and review, working with other departments, and stakeholders such as employers, on a regular basis.
- Ensure that all necessary documentation is completed prior to the commencement of the work placement and that the participants understands fully the work placement, and/or, the transition into employment
- Support and assist both the client, and the employer, throughout work placements, and/or employment to conduct their duties.
- Participate, if required, in formal client reviews as required working in partnership with multi-disciplinary teams of HSCT.
- To develop an understanding of welfare benefits and how paid employment may affect each participants finances, and be up to date on local government policies and disability legalisation in relation to disability in employment.

## Administration

- To ensure the accurate maintenance of appropriate records, statistics, budgeting, client files and documentation in line with organisation, funder and data protection guidelines and SROI reporting, evaluation, ISO and continuous improvement in ETI.
- Ensure health and safety of clients and report any incident, or safeguarding incident, using the appropriate processes
- Keep necessary and accurate records of activities and interactions with the client and employer
- To report to the Employment Services Coordinator on individual service targets using a balanced score card
- Regularly report on client progress and systemically maintain and organise online records including:
  - Individual Profile
  - Vocational Profile
  - Job Description
  - Work Placement Agreements
  - Employer, employee and job coach reviews and evaluation
  - Communication logs
  - Risk assessments
  - Health & Safety Checklist of premises
  - Outcome Star
- Ensure regular updates and good new stories for website and social media.

## Health and Safety

- Ensure that all duties are carried out to comply with:
  - The Health and Safety at Work (N.I.) Order 1978;
  - Acts of Parliament, Statutory Instruments and Regulations and other legal requirements;
  - Agreed Codes of Practice; including the COSHH Regulations and Safe Working Practices manuals;
  - Any other statutory regulations which may apply.
- Ensure that all equipment is maintained in an appropriate and safe manner, with any defects being reported immediately.
- Co-operate with staff and Management to maintain our Health and Safety policy i.e. reporting and recording accidents using accident books, relevant paperwork.
- Undertake Health and Safety and Environmental training as identified by Stepping Stones.

## General

- All staff must ensure that customer focus is maintained at all times in order to achieve customer satisfaction.
- To comply with organisational code of practice and attend all mandatory training to ensure compliance.
- All staff are to contribute to the continual improvement of the Quality management system – ISO, Investors in People and ETI by adhering to the documented procedures and processes, and identifying improvements.
- Comply fully with Stepping Stones Safeguarding Procedures.
- Proactively identify risks in relation to participant safety and carry out general and individual risk assessments as appropriate, ensuring that risk management procedures are adhered to.
- Ensure accurate record keeping in line with organisational data protection and confidentiality policy.
- To attend any meetings as and when required, for example service meetings and monthly balanced scorecard meetings with the ESO
- Ensure compliance in all activities in accordance with the Company's Equal Opportunities Policy.
- Conduct all activities with confidentiality and in accordance with the requirements of Data Protection Legislation and the Company's Policies and Procedures.
- To communicate effectively with parents, carer's social workers, customers and all stakeholders of Stepping Stones in a professional manner understanding Stepping Stones values.

**This list is not exhaustive and the role of the Employment Officer may change to meet the nature of the business and services**



## Person Specification

Essential Experience
GCSE English and Maths or equivalent (Level 2 Essential Skills)
Experience of liaising with employers and placement providers to secure work placements and employment opportunities
Demonstrate experience of working in a target driven environment of <b>into employment</b> KPI'S
Understanding of the issues/barriers related to employment and difficulty/disability.
Display evidence of the values and attitudes required to work with young people and adults with a learning disability/difficulty
Computer literacy including Word, Excel, PowerPoint, email packages and social media (Facebook, Twitter and Instagram)
Can communicate clearly and with confidence both orally and in writing, including reporting, presentations
Ability to work as part of a team and be flexible.
Self-motivated and a self- starter with the ability to use own initiative.
Access to a car & current driving licence.

Desirable Experience
Degree or equivalent
Diploma in Supported Employment.

If we receive a high number of applications, we reserve the right to increase the number of competencies that the candidates will have to demonstrate.