



Jobs with Purpose

Job title	Employment Liaison Officer
Candidate Brief	<p>NOW Group are a social enterprise committed to supporting people with learning difficulties and autism into sustainable employment and meaningful lives. We deliver a range of services including training, employment support, and social enterprise initiatives across the Island of Ireland.</p> <p>As Employment Liaison Officer you will provide our participants with the highest quality in-work support to sustain their jobs. The post holder will have a particular focus on providing participants with ongoing learning and development opportunities to ensure they achieve their individual career goals. The Employment Officer will engage effectively with employers and businesses in a professional manner to ensure the optimum opportunities and outcomes can be achieved by the participants.</p>
Location	Covering Newry, Mourne, Down, Armagh, Banbridge and Craigavon
Reports to	Employment Development Manager
Hours	37.5 hours per week
Salary scale	£30,250 per annum
Benefits	<p>25 days annual leave plus 12 statutory days (pro-rata) Health Cash Plan (on successful completion of probationary period) Access to confidential Staff Counseling & Financial Advisory Services Stakeholder Pension Scheme (5% employer contribution) Bike 2 Work Scheme Holiday purchase scheme Flexible working initiatives Wellbeing initiatives</p>

Mission

Supporting people with learning difficulties and autism into jobs with a future.

Vision

A society where people with learning difficulties live, work and socialize as valued citizens.



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Main Responsibilities

1. Mentor and support participants throughout their individual journey within their employment, providing person-centered in-work support to help them achieve their professional and personal goals.
2. Support participants to achieve their learning goals through motivation and encouragement to participate in training and soft skills sessions.
3. Ensure effective induction of participants, carrying out initial and formative assessments and completion of quarterly Outcome Star reviews and associated action plans.
4. Develop and maintain strong working relationships with local employers and businesses to sustain employment for participants.
5. Provide specialist advice, guidance and mediation support to employers on reasonable adjustments and appropriate workplace support for participants with learning difficulties and neurodiverse conditions.
6. Represent and promote NOW Group in the relevant geographical areas through development of links with statutory agencies/local community networks and appropriate stakeholders.
7. Contribute to the achievement of targets within the Organisational Scorecard and NOW Group's strategic objectives.
8. Promote the NOW Group brand and tell our story through social media engagement, attending events, use of marketing materials and other key communication tools.
9. Take part in regular quality audits to ensure compliance with organisational and funder guidelines.
10. Comply fully with NOW Group's 'Organisational Approach to Safeguarding.'

This job description is not definitive and may be subject to review as the duties and responsibilities determine.

NOW Group adhere to the AccessNI Code of Practice and it is our policy to obtain an Enhanced Disclosure for employees who will be working within our service delivery teams. This check will be completed before employment commences and only if successful at interview. For further information please refer to the Access NI Code of Practice at [AccessNI Code of Practice \(nidirect.gov.uk\)](https://nidirect.gov.uk)

A copy of our policy on the secure handling, use, storage and retention of information is available on request.

In line with the Rehabilitation of Offenders (Exceptions)(NI) Order 1979 (as amended in 2014), NOW Group's will only ask about convictions which are defined as "not protected" for the purposes of obtaining a Standard or Enhanced disclosure. Please note that a criminal record will not necessarily be a bar to obtaining a position. A copy of our policy on the Recruitment of Ex-Offenders is available on request.



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Personnel Specification

Essential

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 working with either:
 - Participants with learning disabilities/difficulties
 - Supporting participants to maintain employment
5. Minimum 1 years' experience of managing employer relationships
6. Proficient in the use of the Microsoft Office suite.
7. Excellent communication skills and public speaking/presentation skills.
8. Clear understanding and articulation of the principles of supported employment.

Desirable

1. Foundation Diploma in Supported Employment.
2. Experience of client or account management including use of HubSpot or other CRM system

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.

Values & Behaviours



All employees in NOW Group are required to subscribe to the values of the organisation and demonstrate these values through agreed behaviours in their day to day work and their relationships with participants, stakeholders and colleagues. Candidates will be expected to demonstrate relevant values and behaviours as part of the interview process.