

**Job Description**

**Job Title:** Employment Officer - Workable NI Project

**Hours:** Up to 35 Hours Monday - Friday 9.00 – 4.30pm

**Salary:** £26,516 + 7% Employer pension contribution, 1% employee contribution

**Reporting To:** Workable Co-ordinator

**Contract:** Permanent subject to funding

**MAIN PURPOSE:**

The employment officer will support participants with a disability who are in paid employment to maintain and progress within their tole using the Workable NI framework. This will include carrying out a range of key tasks including an operational caseload of approximately 20 participants as well as project administration. You will also be involved in recruiting new participants and employers to register onto the Workable NI project. This will involve liaising with colleagues within the employment service, attending employer events and marketing the project through social media platforms.

**MAIN RESPONSBILITIES:**

* Recruit and progress new referrals onto Workable including completing onboarding documentation and development plans required for monthly claims.
* Ensure all administration is completed on a monthly basis which is required by the lead partner.
* Develop relationships with new employers, as well as maintaining and building on existing employer relationships. This includes recruiting employers to offer opportunities, delivering diversity/disability acceptance training and regular liaison with employers to ensure positive outcomes.
* Support participants within the workplace to ensure they have a positive experience at work. This includes intensive 1-1 job coaching when required, regular support visits to employer premises and liaising with employers on reasonable adjustments.
* Develop good working relationships with other stakeholders. This includes parents/carers and colleagues in other agencies e.g; SES partnership, careers service, Health & Social Care personnel, schools, training organisations, Further Education / Higher Education institutions and other voluntary sector organisations.

**PERSONNEL SPECIFICATION**

**Essential Criteria**

* Educated to Level 3 or equivalent i.e. A level, AS level, NVQ level 3
* Experience supporting people with disabilities or disadvantage to achieve their personal goals.
* Able to communicate effectively and confidently with a wide range of stakeholders.
* Knowledge and understanding of the DDA, the duty for reasonable adjustment and basic knowledge of employment law.
* Proficient in the use of Microsoft Office applications.
* Current full driving license, valid in the UK, and access to a car or other form of transport which will permit you to carry out the duties of the post in full. NB: *Alternative transport methods will be considered for those who have a disability and cannot obtain a driving license. Successful candidates will be required to ensure that their insurance allows them to use their car for business purposes.*

**Desirable Criteria**

* Experience of working in a similar role
* Completed Adult Safeguarding / Child Protection Training

**Requirements**

The post holder will be asked for proof of the right to work in the UK and will be required to undergo an Access NI check (funded by Orchardville).

In addition, applicantsmust be able todemonstrate our values of **E**mpowerment, **Q**uality, **U**ser focused, **I**ntegrity, **P**assion (EQUIP)

