

**Job Description**

**Job Title:** Employment Officer

**Hours:** up to 35Hrs working Monday to Friday 9 – 4.30pm

**Salary:** £26,516 +7% employer pension contribution

**Location:** Belfast

**Reporting To:** Employment Manager

**Contract:** Permanent subject to funding

**MAIN PURPOSE:**

Using the supported employment model, the Employment Officer (EO) will support participants who have a learning disability or autism to prepare for and secure paid employment.

**MAIN RESPONSBILITIES:**

* Prepare participants for the world of work: - job preparation training, making CVs, practice interviews, setting up work experience and providing support throughout the recruitment, selection and onboarding process.
* Support participants to develop their confidence, independence and employability skills.
* Develop excellent working relationships with participants on your caseload as well as their circles of support.
* Ensure thorough and accurate record keeping. Which includes daily use of different IT packages.
* Be confident approaching employers in different sectors to ask for opportunities for participants or for the organisation including developing and maintaining excellent relationships employers.
* Develop participants skills and ensure they are making progress includes intensive 1-1 job coaching when required, regular support visits to employer premises and liaising with employers on reasonable adjustments.
* Deliver diversity/disability acceptance training to small and large groups.
* Develop good working relationships with other stakeholders to generate new referrals to the programme e.g; careers service, Health & Social Care personnel, schools, training organisations, Further Education / Higher Education institutions.

**PERSONNEL SPECIFICATION**

**Essential Criteria**

* Experience of supporting people with disabilities or other disadvantage to achieve their personal goals.
* Educated to Level 3 or equivalent
* Effective and confident communicator.
* Confident in the use of I.T. Strong in the use of Microsoft Office applications e.g. Outlook, SharePoint, Word and Excel
* 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. N.B: Alternative transport methods will be considered for those who have a disability and cannot obtain a driving license.
* The post-holder will be required to travel other Orchardville locations and to external stakeholder premises on a regular basis and therefore the successful candidate must have or be prepared to arrange “Business Use” car insurance to fulfil the duties of the role.

**Desirable Criteria**

* Experience of working within a Supported Employment organisation/ recruitment agency or sales focused environment.
* Recent experience of negotiating employment opportunities for people with disabilities/ disadvantage.

**Requirements**

The post holder will be asked for proof of the right to work in the UK and will be required to undergo an Enhanced 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)

 