

**Job Description**

**Job Title:** Employment Officer (Ignite2)

**Reporting To:** Head of Employment and Progression

**Main Purpose**

The Employment Officer will support participants with Learning Disability or Autism on our Ignite2 project to secure and sustain paid or voluntary employment opportunities. Using the supported employment model, they will deliver a tailored personal programme that will guide participant’s progression towards their agreed employability goals. To maximise progression for participants, the Employment Officer will be required to engage with employers; sourcing meaningful work experience and paid opportunities as appropriate.

**MAIN RESPONSIBILITIES**

**Operational Targets**

Support the achievement of departmental objectives by delivering a number of key performance measures including:

* Number of work experience opportunities sourced for participants.
* Number of paid jobs secured by participants.
* Number of participants progressing from Project Ignite2 to alternative education & training provision.
* Number of participants recruited to the programme.
* Number of disability awareness training sessions delivered to employers.

**Participants**

Delivering a structured and individualised work preparation programme to participants as detailed within the Project Ignite2 programme model including:

* Induction.
* Initial assessment.
* Vocational profiling and action planning.
* Negotiating structured, time limited internal and external work placements.
* Negotiation of paid and voluntary employment opportunities.
* Identification of participant training needs.
* Ensuring progression to employment and alternative provision.

**Employers**

Engage with and develop relationships with new employers, as well as maintaining and building on existing employer relationships. This is evidenced by:

* Recruiting a range of employers to the programme to ensure quality work experience and employment opportunities are available that match the aspirations and skills of participants.
* Delivering diversity/disability awareness training to employers as required.
* Conducting a detailed Job Analysis including relevant health and safety and risk assessment information.
* Ensuring regular liaison with employers at the correct level to ensure progression, including monitoring and feedback from co-workers, HR and senior staff.

**Other Stakeholders**

Develop appropriate relationships with other stakeholders, to include:

* Working with families to maximise progression and development on the programme for participants
* Liaising with established and potential new referral agents to create and maintain robust referral pathways for new joiners to the project.
* Liaising with appropriate colleagues in other agencies including Careers Service, Health & Social Care personnel, Education and Further Education and other voluntary sector colleagues as required.

**Quality Assurance**

Ensuring that all participant information is recorded and compliant with Orchardville processes and procedures including:

* Compiling written records and reports as required including assessment information, action plans, reviews, risk assessments etc.
* Inputting information onto EVIDE Impact Tracker (internal database).
* Monitoring and recording participant progression and outcomes at bi-annual reviews using the projects agreed impact measurement tool.
* Tracking completers and early leavers over a 6-month period.

**Financial and Information Services and Records Management**

* Ensure receipts and records are maintained for all expenses.
* Ensure you personally use of the resources of the organisation in an effective and efficient manner at all times and that any services commissioned are in line with procurement practices and best value.
* Provide management information reports and feedback on all activities as required.
* Ensure relevant records systems (electronic or paper based) and customer databases are accurate, up-to-date and effective.
* Ensure the processing and retention of information as required by legislation and / or the needs of the organisation including GDPR.

**Health and Safety and Safeguarding**

* Actively ensure your own safety and the safety of those around you, ensuring that all aspects of health & safety are adhered to in line with organisational processes and procedures as outlined in the staff handbook.
* Highlight potential risks in relation to participant safety, carry out risk assessments as appropriate and ensure risk management procedures are followed.
* Undertake daily safety checks.
* Ensure personal safety by complying with the Orchardville Lone Worker Policy.
* Ensure adherence to safeguarding policies and procedures, legislation and good practice.
* Contribute at all times to the physical cleanliness and general condition of the facilities.

**Quality and Continuous Improvement**

* Perform the job in accordance with all our policies and procedures, especially our Equal Opportunities and Dignity at Work policies.
* Adhere to existing quality assurance requirements and recommend (where appropriate) potential quality improvements in processes and procedures.
* Abide by the organisational clear desk policy.
* Actively participate in initiatives aimed at continuous improvement to promote service excellence within your areas of work and across the organisation in line with best practice.
* Contribute to self-evaluation and quality improvement planning processes in the organisation to contribute to ensuring the delivery of high quality services and outcomes for participants.
* Participate as a team member to promote cross departmental co-ordination and working.
* Represent the organisation at meetings delivering presentations as required.

**Personal Development**

* Continually develop your skills and knowledge and ensure your own personal development is maintained and up to date, as well as helping other team members develop their skills.
* Take part in quarterly Planning & Development (P&D) meetings and an annual appraisal with the Line Manager.
* Identify personal and departmental training needs and provide comprehensive feedback on training undertaken.
* Be an ambassador for the organisation and build effective relationships with customers and stakeholders to further the Vision, Mission and Values of the organisation.
* Operate within integrity, ethics and ensure that the values of Orchardville (**E**mpowerment, **Q**uality, **U**SER, **I**ntegrity and **P**assion) **EQUIP** are evident and form the basis of your professional conduct.
* Attend conferences, meetings, and industry events.

**Other**

* The post holder is expected to be flexible and undertake other duties and additional tasks that may be required due to changing priorities or circumstances within reason and competence.

**This job description may be subject to change in line with the changing needs and demands of the organisation**

**Personnel Specification**

**Essential Criteria**

* Educated to Level 3 or equivalent i.e. A level, AS level, NVQ level 3.
* A minimum of 1 years’ experience in a sales-focused environment with responsibility for achieving personal targets.
* Proficient in the use of Microsoft Office applications including Word, Access, Excel etc.
* 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.*
* Proven ability to deliver results within agreed timescales.
* 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.
* The successful candidate will be required to undergo an Enhanced Access NI check, which will be funded by Orchardville.

**Desirable Criteria**

* Third Level qualification.
* Foundation Diploma in Supported Employment.
* Vulnerable Adults / Child Protection Training.
* Knowledge and understanding of the DDA, the duty for reasonable adjustment and basic knowledge of employment law and processes i.e. recruitment & selection / capability / grievance / redeployment procedures.
* Able to demonstrate an understanding of the issues facing adults with learning disability / ASC particularly with regard to employment.
* Knowledge and understanding of government funded employment programmes e.g. Workable NI, Access to Work, Steps2Success etc.
* Recent relevant experience of preparing individuals for employment and sourcing work opportunities for them.
* 6 months experience of working with people with ASC and / or Learning Disability either paid or voluntary.
* Experience of organising and negotiating work placement / employment opportunities with employers.
* Experience of working within a Supported Employment organisation using the Supported Employment Model of working.
* Experience of facilitating forums e.g. Service Users, parents, Employers.

**NB: Criteria may be enhanced to assist short-listing**

**AND**

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| **Required Behaviours** |
| Strong outcome focused approach with the self-motivation and confidence to succeed |
| Demonstrate good organisational skills, time-management skills and strong attention to detail |
| Demonstrate flexibility within role demands |
| Ability to use initiative and make decisions within remit |
| Ability to demonstrate good communication – including written and verbal communication skills. |
| Proven track record of working within a team to achieve outcomes |
| Confidentiality in all aspects of role |
| Demonstrate organisational values of Empowerment, Quality, User focused, Integrity, Passion **(EQUIP)** |