Important Information about the post:

Job title: **IPS Employment Specialist**

Salary: **£22,578 - £26,056 (pro rata)** depending on experience and qualifications

Contract Length: **March 2023 –** expected to continue beyond this date subject to funding

Annual Leave: **37days per year including public holidays**

Responsible to: **IPS Employment Supervisor**

Other: **Home working with occasional travel within Fife**

Who are we

**Fife Individual Placement & Support Service (IPS)** is a well-established mental health service offered by employability & mental health charity **Fife Employment Access Trust** or **FEAT** as we are more commonly known. If you are interested then far more information can be found on our website at <https://fifeemploymentaccesstrust.com>

What’s the Job

A day in the life of an **Employment Specialist** can be varied and challenging, partly what makes it such a rewarding role.

The job is simple in design, to help **people**, our clients, find the right job for them and then support them to stay in work. Our clients all have differing ‘barriers to employment’, and commonly share severe and enduring mental ill health.

We follow a proven framework **(IPS)** which helps us to guide our clients on their **Individual** journeys while allowing tailored and specific support depending on someone’s goals or needs.

We use a truly client centred approach believing that people are their own experts and intrinsically know what they need to do. An Employment Specialist would facilitate a client finding their own answers and, where the client wishes, give them some tips and pointers along the way.

We support people in 3 general areas; employability, mental wellbeing and making connections.

Employability support ranges from help with CVs, application forms and interviews all the way to speaking to employers about vacancies and supporting clients once they are in work.

Mental wellbeing involves working with the client, their support network (family, friends, NHS, DWP) and employers to plan a healthy way forward for them. Putting in place strategies, tools, and where necessary accommodations is a big part of what we do, ensuring our clients are happy and successful in work.

Making connections is about taking a more holistic approach to our clients’ lives and helping them get the right information, help or support to do what’s best for them. Typically we would introduce clients to different services or groups that can aid in specific ways.

We are flexible and creative in what we do, recognising each client as the unique individual they are, and helping them to focus on the strengths they each have.

There is nothing more rewarding than seeing someone overcome their barriers and be successful in whatever they have chosen to do.

What we offer

Fife IPS foster a supportive and inclusive culture, where working as a team and helping each other to constantly improve is at our core.

As a specialist service we understand that it takes time for someone to learn the ropes and develop into the role. We offer a comprehensive induction, ongoing training as well as weekly support and supervision. We also encourage peer observations and find this a useful way of learning and developing in a supportive way.

Ongoing training is also a large part of the role where we offer a mixture of required training and personal development flexibility.

Organisationally we offer a competitive salary, pension and generous holiday allowance.

Although normally the role would be 35 hours Mon- Fri, flexible working is encouraged. Condensed hours, work patterns and part year working are considered. IPS now operates largely remotely with the expectation of home working being the status quo with occasional face to face meetings in the community where required.

The role allows a degree of autonomy and trust to achieve the best possible results for clients.

What we are looking for

The role hinges around managing a caseload of up to 20 clients and using the IPS framework and principles to support clients into competitive employment (jobs that anyone could apply for).

Below are a list of areas where we have essential and desired skills and experience.

Moreover we have found that the most successful Employment Specialists are people who are understanding, compassionate, patient and always willing to learn.

If this sounds like you then more information on how to apply is in the next section.

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|  | ESSENTIAL | DESIRABLE |
| Training & Qualifications | * Relevant professional qualification or equivalent experience in employability, occupational therapy, health or related discipline * Commitment to obtain CDMP status through completion of NIDMAR | * Trained in IPS approach * Full & current drivers’ licence * Educated to degree level |
| Experience | * Experience of working with and supporting people who have experienced mental health problems (or other unemployed disadvantaged groups) within health, social services or the voluntary sector * Experience of partnership working, negotiation and liaison work with other agencies | * Experience of job development * Experience of successfully helping people to obtain or keep education/work |
| Knowledge & Skills | * Knowledge of welfare benefits and disability/employment related benefits * Excellent written and verbal communication skills * Good IT skills * Experience of networking & presenting to a range of stakeholders. * An ability to negotiate diplomatically and effectively with staff at all levels and users of mental health services * Ability to work in a complex environment and can demonstrate a high level of perseverance, being committed to seeing plans through to their conclusion within agreed timescales * Understanding of relevant disability and employment policy and legislation * A good understanding of the principles and practise of supported employment in particular IPS. * Basic coaching skills | * Report writing skills * Knowledge of government and local funding opportunities regarding learning and employment such as Access to Work, Fife Job Contract etc. * Knowledge of employment law * Good numeracy, financial and information management skills * An understanding of the issues of user involvement in mental health services * Vocational assessment and profiling skills |
| Other | * Experience of inter-agency working * Highly organised, motivated and a self-starter |  |

Application Process

Before applying we recommend having a look at the below links explaining the IPS framework in more detail.

<https://www.centreformentalhealth.org.uk/what-ips>

<https://fifeemploymentaccesstrust.com/fife-ips>

We are also open to answering any questions about the role or the service in general. You can reach Grant (Employment Supervisor) by phone: 07736901058 or [grant@fifeips.co.uk](mailto:grant@fifeips.co.uk), or Joanne (Strategic Clinical Lead) by phone: 07736901030.

The application process is straightforward. There is an online application form which can be found [here](https://forms.office.com/Pages/ResponsePage.aspx?id=HfQn-boJQk-3oToTmjFzJbuNtBjPHkBHnfCppSBbb9VUODUwUFo4Qk5OMVRYUDI5TUZCNFVUT1A2TS4u) or requested by email from: [wendy@feat.org.uk](mailto:wendy@feat.org.uk).

Successful applicants would then be invited to attend an interview (potentially virtually) where they will be asked to present on a given topic and answer a range of questions about their experience and the role.

We use a ‘seen interview’ which means, if invited we will provide you a list of the questions you will be asked prior to the interview to help you prepare fully and help what can be a stressful situation.

From there successful candidates would then be asked to provide references, right to work in the UK, PVG and proof of qualifications.

**Thank you for taking the time to consider our job advert. Please let us know if there is anything we can help with and good luck in your application should you wish to go ahead.**