JOB DESCRIPTION

Post: **Employment Specialist –**

**Fife Individual Placement & Support (Fife IPS)**

Salary: **£26,750 - £28,437 per annum**

Hours of Work: 35 hours per week

Annual leave: 37 days (pro rata) per annum

Responsible to: Employment Supervisor

Base Location: FEAT Head Office, Silverburn Park, Leven

**Aims of FEAT &** **FEAT Trading CIC**

To deliver individualised and group employment advice, support, training and assistance to people who have experienced mental health problems or are at risk of developing mental health problems.

To work closely with employers, other agencies and the general public to increase understanding of mental health and create opportunities for people with mental health problems to fully engage in communities.

FEAT’s mission is to enable and support individuals to flourish, to reach their full positive mental well-being in a culture where there is no stigma.

To regenerate Silverburn Park in Leven with a combination of commercial and community activities and donate a percentage of any surpluses into the charity on an annual basis.

## 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.

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).

The person specification shows 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.

**Organisational position**

COO

Employment Supervisor

Employment Specialists (6)

**Training & Development**

* To undertake mandatory and statutory training as required by FEAT
* To continually review and reflect on own practice and to keep up to date with current research on pertinent areas relevant to the role
* To maintain professional registration (where appropriate) and maintain CPD as required
* To contribute and commit to undertaking an annual development/review appraisal

**General**

* This is not an exhaustive list of duties and responsibilities, and the post-holder may be required to undertake other duties which fall within the grade of the job, in discussion with the COO, consultants and management team
* This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post-holder
* The post-holder is expected to comply with all relevant FEAT policies, procedures and guidelines including those relating to Equal Opportunities and Confidentiality of Information
* The post-holder is responsible for ensuring that the work they undertake is conducted in a manner which is safe to themselves and others and for adhering to the advice and instructions on Health and Safety matters given by manager(s). If post-holders consider that a hazard to Health and Safety exists, it is their responsibility to report this to their manager(s)
* The post-holder is expected to comply with the appropriate Code(s) of Conduct and Statement of Agreed Ethical Standards and Professional Conduct associated with this post

**PERSON SPECIFICATION**

**Employment Specialist**

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| --- | --- | --- |
|  | ESSENTIAL | DESIRABLE |
| Training & Qualifications | * Relevant professional qualification or equivalent experience in employability, social care, 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  Knowledge & skills | * 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 * 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 * An interest in, and empathy with, mental health illness and employability * Share Feat’s philosophy and values * Committed to equal opportunities for all |  |

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| JD written by & version | V3 G Bowie | 18/12/23 |
| JD amended by & version | V3 W Barbour draft | 23/8/23 |
| JD agreed by manager:  current version in use - | V3 G Bowie | 18/12/23 |