**Job Title:** **Employment Services Officer Belfast**

**Location:** Ulster Supported Employment Ltd (Usel)

182 – 188 Cambrai Street, Belfast BT13 3JH

**Responsible To:** Programme Manager

**Objective:** To promote Usel’s portfolio of training and employment programmes within a designated geographical area. To provide quality support, guidance and training to service users in areas of employability, personal and professional development.

**Job Ref:** ESO17/B

**Job Description:**

* To contribute to the effective and efficient delivery of employment and training programmes.
* To develop comprehensive knowledge of Usel’s project/programme portfolio and adhere to associated guidance and quality frameworks in the delivery of each project/programme.
* To effectively participate as a team member to ensure the successful delivery of employment and training related programmes to eligible participants within an agreed geographic spread.
* To ensure that services are delivered to all stakeholders on schedule and to a high-quality standard.
* To provide a professional and quality-based assessment of both participant and employer needs and offer impartial information, advice and guidance on all aspects of work related issues within programme parameters.
* To signpost participants to external services to assist them with non-employment related matters
* To deliver on agreed personal vocational action and development plans for clients to enhance opportunities of obtaining paid employment
* To generate employment and work experience opportunities and match participant and employer needs.
* To deliver training to programme participants.
* To assist participants with job search activities
* To promote Usel services to employers, participants and referral agencies and assist with associated outreach activities.
* To actively participate in the recruitment of participants and employers
* To ensure that relevant administration standards and requirements are adhered to for each project/programme.
* To ensure that associated Management Information Systems are maintained to ensure up-to-date and accurate information.

**Person Specification:**

**Essential:**

* At least one year’s demonstrable proven competence in providing career/employability mentoring in a one-to-one and/or group setting.  (Number of years’ experience may be increased should there be a need to facilitate manageable shortlists)
* Demonstrable understanding of government welfare to work programmes
* Demonstrable ability to create and sustain effective working relationships with key stakeholders
* Demonstrable excellent written and verbal communication skills as well as organisational skills.
* Computer Literate, in particular Microsoft Office packages (Excel, Word, and Outlook etc.)
* Driving Licence and access to a car (if the effects of a disability preclude an individual from holding a driving licence then they should indicate how they could meet the mobility requirements of the post).

**Desirable:**

* Advice & Guidance Level 2 qualification and/or Certificate in Mentoring.
* Knowledge of the needs of people with a disability or people with health conditions within an employment setting.

Usel is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Employment to this post is therefore subject to an Access NI Enhanced Check.

**Terms and Conditions**

* 27 days Annual Leave and 10 days Statutory Leave
* Monday to Thursday 8.15 a.m. – 4.30 p.m. and Friday 8.15 –12.15 p.m.
* Auto Enrolment Pension Scheme

**Pay**

* £21,348-£24,725