

**Job Description**

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| **Job title:** | Transitions Officer |
| **Accountable to:** | Deputy Chief Executive |
| **Reporting to:** | Head of Community Services |
| **Hours:** | 37.5 hours per week (Monday – Friday 9am – 4.30pm)  Some evening and weekend work may be required. |
| **Salary:** | £20,094 + 7% non-contributory pension scheme (after qualifying period). |
| **Location:** | Orchardville, 144-152 Ravenhill Road, Belfast, BT6 8ED  Regular travel will be required throughout the Western, Northern and Belfast Health & Social Care Trusts. |
| **Holidays:** | 21 days + 12 statutory days |
| **Duration:** | This role is funded by the Big Lottery Project. It is currently funded until June 2020, with possibility of extension. |

**Main Purpose:**

The Transitions Officer will work in partnership with a range of agencies to prepare service users aged 14 – 20 with Learning Disability and Autism Spectrum Condition who attend special and mainstream schools for leaving school. This will include transitioning to Further Education, Training and Employment options.

Support will also be provided to a range of other stakeholders to maximise opportunities for progression including parents/carers, teachers, transitions co-ordinators and employers.

**Main Responsibilities**

1. **Operational Targets:**

Support the achievement of operational targets as detailed in annual work plans including:

* Recruitment of young people to the project.
* Service User achievement of qualifications.
* Service User work placement attendance.
* Attending school reviews.
* Attending Transitions Panels.
* Progression of Service Users to other provision e.g. voluntary work, Further Education.
* Supervision and support of volunteers that work within the Employment Service.

1. **Service Users:**

To deliver a structured and individualised work preparation programme to Service Users encompassing:

* Induction.
* Initial assessment.
* Vocational profiling and action planning.
* Negotiating structured, time limited internal and external work placements.
* Negotiation of paid and voluntary employment opportunities if appropriate.
* Identification of training needs.
* Ensure progression to FE, employment and other outcomes.

1. **Employers:**

Ensure continuous partnership with local employers 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 Service Users during their final year at school.
* Delivering diversity training to employers as required.
* Conducting a detailed Job Analysis including relevant health & 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.

1. **Other Stakeholders**

This role will also require the post-holder to work with other stakeholders, encompassing:

* Working with families to maximise progression and development on the programme for Service Users.
* Liaising with appropriate colleagues in other agencies including careers service, Health and Social Care personnel, Education and Further Education and other voluntary sector colleagues as required.
* The post-holder may be required to facilitate the Orchardville User Forum.

1. **Quality Assurance**

Ensure all Service User information is recorded and compliant with Orchardville processes and procedures. This will include:

* Compiling written records and reports as required including assessment information, action plans, reviews, risk assessments etc.
* Inputting information onto Social Impact Tracker.
* Monitoring and recording progression and outcomes of Service Users.
* Tracking completers and early leavers for 12-month period.

1. **Health & Safety**

Ensure all aspects of H&S are adhered to in line with organisational processes and procedures as outlined in staff hand book, this will include:

* Highlighting potential risks in relation to Service User safety; carrying out risk assessments as appropriate and ensuring risk management procedures are followed.
* Ensuring personal safety by complying with Lone Worker policy.

1. **Training, Development and Practice**

There will be an expectation on the post-holder to continually develop their skills and knowledge, this will include:

* Taking part in Planning & Development meetings and annual appraisal with line manager.
* Identifying personal and departmental training needs and provide comprehensive feedback on training undertaken.
* Ensuring the core values of Orchardville (**E**mpowerment, **Q**uality, **U**ser, **I**ntegrity and **P**assion (EQUIP)) Respect) are evident and form the basis of professional conduct.

In addition to the above duties the Transitions Officer is expected to be flexible and undertake other duties and additional tasks that may be required due to changing priorities or circumstances.

**Personnel Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Education and Qualifications** |  |  |
| 2 A-Levels or equivalent qualifications | **✓** |  |
| Third Level qualification |  | **✓** |
| Certificate in Supported Employment |  | **✓** |
| Youth Work Qualification |  | **✓** |
| Training / Assessor Qualification |  | **✓** |
| Vulnerable Adults / Child Protection Training |  | **✓** |
| **Additional Training** |  |  |
| None |  |  |
| **Experience** |  |  |
| 1 years experience of working with young people with Learning Disability / Autism Spectrum Condition in either school, training or employment settings  **OR**  2 years experience of working with young people without disability in either school, training or employment settings | **✓** |  |
| Experience of delivering personalised training programmes to young people |  | **✓** |
| Experience of organising and negotiating work placement / employment opportunities |  | **✓** |
| Experience of working in a Supported Employment Model of working |  | **✓** |
| Experience of facilitating forums e.g. Service Users, parents, Employers |  | **✓** |
| **IT / Technology** |  |  |
| Proficient in the use of Microsoft Office applications including Word, Access, Excel etc. | **✓** |  |
| **Other Requirements** |  |  |
| 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.  Successful candidates will be required to ensure that their car is insured for Business Use, and provide evidence of same.  *N.B: Alternative transport methods will be considered for those who have a disability and cannot obtain a driving license.* | **✓** |  |
| **Required Behaviours** |  |  |
| Proven ability to deliver results within agreed timescales | **✓** |  |
| Able to demonstrate flexibility within role | **✓** |  |
| Ability to use initiative and make decisions within remit | **✓** |  |
| Able to demonstrate good communication and organisational skills | **✓** |  |
| Proven track record of working within a team to achieve outcomes | **✓** |  |
| Demonstrate organisational values of **E**mpowerment, **Q**uality, **U**ser focused, **I**ntegrity, **P**assion (EQUIP) | **✓** |  |
| Knowledge and understanding of transition process in Northern Ireland |  | **✓** |
| **Special Circumstances** | | |
| Successful candidates will be required to undergo an Access NI disclosure check. | | |

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