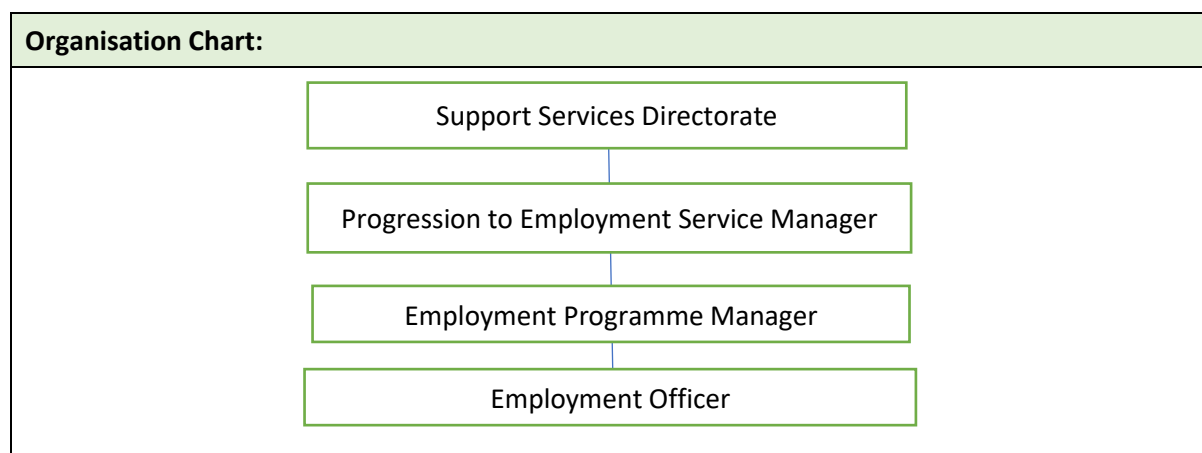




## JOB DESCRIPTION

Job Title	Employment Officer (UKSPF)
Directorate	Support Services
Grade	Band 5
Reports to	Employment Programme Manager
Budget responsibility	No
People Manager responsibility	No
Number of direct reports	
Indirect reports	
Locations / Usual Base	Fieldwork/Belfast City East
Hours of work	As per advert

### Organisation Chart:



### Job Purpose:

As an Employment Officer you will provide intensive wrap-around support for economically inactive individuals, including those with disabilities, neurodiversity, autism and/or mental health issues to move towards sustained employment. This service will include vocational profiling, action planning, job finding and the provision of time limited job coaching to secure employment for individuals furthest from the labour market.

This service must be delivered in accordance with Triangle's mission, values, policies and procedures and relevant legislation.

### Key Responsibilities:

- Identify and generate suitable referrals for the employment service, signposting to other consortium partners where appropriate.
- Liaise with other agencies such as Health Trusts, training organisations, further education colleges, and Job and Benefits Offices to secure referrals and training opportunities.
- Develop a network of employers to provide a range of employment opportunities.
- Maintain a relationship with a range of employers through on-going engagement and



effective partnership working utilising the “Place-Train-Maintain-Progress” approach.

- Utilise the Supported Employment model, incorporating the Training in Systemic Instruction (TSI) methodology, to achieve and sustain employment.
- Provide direct support with CV writing, Job searching, interview skills/preparation and support individuals to access employment to suit their aspirations and career goal in line with their personal action plan.
- Deliver Step Into’ Academies in partnership with employers in local areas to facilitate industry-relevant accredited and experiential training.
- Liaise internally with the Enterprise Team, Employment Training Officer, Floating support team and housing team where appropriate in accordance with the individuals’ goals.
- Support the individuals to ensure that all voluntary activity and paid employment earnings are declared to the Social Security agency.
- Maintain a high-quality service by achieving targets as agreed with your line manager.
- Maintain databases to track and record individual progression to measure distance travelled through soft outcome monitoring.
- Obtain feedback from individuals using questionnaires regarding quality of service.
- Maintain and store records ensuring the confidentiality of information as per GDPR procedure.
- Adhere to Triangle’s Health and Safety policy, procedures, and workplace risk assessment.
- Assist with creating content for social media platforms and other marketing activities.
- Attend any internal and external training, team meetings and performance reviews as required.

NB: Specific duties will vary from time to time: the above list is intended to indicate the general nature of the post and is not exhaustive. The post holder will be expected to be flexible in supporting Triangle by undertaking any related responsibilities which are commensurate with this grade.

The post holder is bound at all times to observe the strict rules of confidentiality applicable to work in this Directorate.

#### **Working Relationships:**

The Employment Officer will need to establish and maintain effective working relationships with the following:

- Progression to Employment Service Manager, Employment Programme Manager and Enterprise Coordinator.
- Employment Service Colleagues & Enterprise Service Team Members.
- Prosper Consortium team members and other peer organisations.
- Employers.
- External Referral sources – JBO’s, FE colleges, Health Trusts.
- Internal Referral sources – Housing team, Floating support
- Social security agency.



## PERSON SPECIFICATION:

<b>Qualifications and Experience</b>
<p><b>Essential Criteria:</b></p> <ul style="list-style-type: none"><li>• 3<sup>rd</sup> Level Qualification in a related discipline (Health and Social Care, Business, Careers Advice and Guidance and a minimum of 2 years' experience working in an employment/business/advice and guidance setting.</li></ul> <p><b>OR</b></p> <ul style="list-style-type: none"><li>• Certificate in Supported Employment and a minimum of 2 years' experience working in an employment/business/advice and guidance setting.</li></ul> <p><b>OR</b></p> <ul style="list-style-type: none"><li>• Can demonstrate significant relevant experience of providing support &amp; guidance to service users within the employment sector.</li></ul> <p><b>AND</b></p> <p><b>Desirable Criteria:</b></p> <ul style="list-style-type: none"><li>• Experience working with economically inactive individuals including those with disabilities, neurodiversity, autism and/or mental health issues</li></ul>
<b>Specific Knowledge</b>
<p><b>Essential criteria</b></p> <ul style="list-style-type: none"><li>• Knowledge of the Supported Employment Model</li><li>• Knowledge of the barriers facing economically inactive individuals including those with disabilities, neurodiversity, autism and/or mental health issues in securing employment.</li></ul>
<b>Skills and Abilities</b>
<ul style="list-style-type: none"><li>• Ability in managing a client caseload and monitoring progress.</li><li>• Ability to achieve outcomes and results within agreed timescales.</li><li>• Ability to maintain confidentiality.</li><li>• Excellent communication and effective negotiating skills.</li><li>• Commitment to equal opportunities and inclusive working practices.</li><li>• Ability to develop and maintain relationships with a range of stakeholders.</li></ul>
<b>Personal Circumstances</b>
<ul style="list-style-type: none"><li>• Possess a full valid driving license and access to a car or can demonstrate mobility to carry out the functions of the job in a fieldwork setting.</li></ul>