

**Job Description**

**Job Title:** Employment Officer - Workable NI Programme

**Reporting To:** Employment Manager

**Location:** Greater Belfast

**MAIN PURPOSE:**

The post holder will deliver the Orchardville Workable (NI) programme on behalf of the Supported Employment Solutions (SES) Consortium across the Greater Belfast area and beyond.

The overall purpose of the post is to support individuals with learning disability or Autism to sustain their employment through the delivery of a comprehensive support package. The post holder may also be required to assist clients with career improvement and job search. In addition you will provide ongoing training, support and assistance to employers.

**MAIN RESPONSBILITIES:**

* Lead on participant recruitment to the Workable (NI) Programme by facilitating the prompt registration of new clients
* Carry out ongoing reviews of each client’s needs including engagement with relevant professionals i.e. occupational health / psychology to aid greater understanding of the client and the impact of their disability upon their employment.
* Compile detailed and accurate written records and reports including assessment information, action plans, reviews, risk assessments, contact notes of every communication with client / employer etc
* Ongoing analysis of a participant job role and core duties; liaising with employers to ensure structured and comprehensive training and support is provided that is appropriate to the needs of the client and employer including reasonable adjustments.
* Attend relevant work-related meetings such as disciplinaries, sickness management, capability, redeployment, and redundancies. Ensuring the client fully understands the information and has an advocate to communicate on their behalf. Whilst also advising the employer of their duty to reasonable adjustments within these processes.
* Promote the programme internally and externally to employers and potential partners within the sector
* Deliver diversity / disability awareness training to employers and co-workers as required
* Liaise with local jobs and benefits offices, occupational health professionals, Occupational Therapists, Access to work and CMP representatives to promote the service.

**PERSONNEL SPECIFICATION**

**Essential Criteria**

* Educated to Level 3 or equivalent i.e. A level, AS level, NVQ level 3
* A minimum of 1 years’ experience supporting people with disabilities or disadvantage within an employment, training or educational setting to achieve their personal goals.
* Able to communicate effectively and confidently with a wide range of stakeholders.
* Able to demonstrate good organisational skills including being proficient at using Microsoft Office applications.
* An understanding of the employment barriers people with learning disability or autism encounter.
* 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. N.B: Alternative transport methods will be considered for those who have a disability and cannot obtain a driving license.

**Desirable Criteria**

* Third Level qualification
* Experience of working within a Supported Employment organisation/ recruitment agency or sales focused environment.
* Knowledge and understanding of the DDA, the duty for reasonable adjustment and basic knowledge of employment law.
* Recent experience of negotiating employment opportunities for people with disabilities/ disadvantage.

**Requirements**

* The post holder will be asked for proof of the right to work in the UK and will be required to undergo an Enhanced Access NI check (funded by Orchardville).
* The post-holder will be required to travel to other Orchardville locations and to external stakeholder premises on a regular basis and therefore the successful candidate must have access to suitable transport and be prepared to arrange “Business Use” car insurance to fulfil the duties of the role.

In addition, applicantsmust be able todemonstrate our values of **E**mpowerment, **Q**uality, **U**ser focused, **I**ntegrity, **P**assion (EQUIP)

