

**Job Description**

**Job Title:** Employment Manager (Maternity Cover to March 2026 )

**Reporting To:** Director of Employment & Community Inclusion

**MAIN PURPOSE:**

A key member of the Employment and Community Inclusion Team, the Employment Manager will jointly lead Employment Officers (EOs) to successfully deliver employment related projects. They will embed a culture of high performance through mentoring and motivating staff to achieve project outcomes, in particular securing and retaining employment for participants on SkillSET and Workable NI. The Employment Manager will have responsibility for engaging and networking directly with employers to promote Orchardville’s services and facilitating disability acceptance training. In addition, they will lead on recruiting participants onto employment projects through establishing and building on referral networks.

**This role will be split 60/40 between Workable and SkillSET with an emphasis on registering new Workable participants and overseeing their initial engagement on the project. Therefore, the role will involve managing a small caseload. They will also be required to complete monthly project administration and carry out internal monitoring checks to ensure compliance.**

**MAIN RESPONSBILITIES:**

**Staff Management**

* Lead, support and motivate EOs to ensure a high quality service is delivered with successful outcomes.
* Embed a culture of high performance through effective communication to agree work plans, Personal Career Development Plans that support the professional development of EOs to identify learning and development needs and opportunities.
* Monitor EO workloads and provide day to day mentoring and support as required including development of participant plans, risk assessments and advice / guidance on issues that arise.
* Manage staff resource to ensure service operates efficiently and effectively including the recruitment and induction of new EOs.
* Complete all HR administration including approval of holidays, expenses, sickness absences and any other HR related issues that arise in line with company policy eg disciplinary, capability, attendance reviews etc

**Project Management**

* Develop existing employer relationships and lead on establishing new partnerships focusing on the public and private sectors to identify employment opportunities.
* Lead on identifying and recruiting referrals for employment projects. This will involve working closely with other managers to engage with potential referrers including schools, FE, HE, Careers service, JBOS, Health Trusts and other community and voluntary groups
* Lead on registration of participants to employment service focusing on Workable NI programme. This includes creation of development plans, initial liaison with employer and registration documents required by lead partner.
* Deliver Disability Acceptance Training relating to Learning Disability and Autism including how to support disabled employees and make reasonable adjustments.
* Produce reports, surveys and analysis for internal and external use including the updating of project databases and information required by funders including SkillSET & Workable administration.
* Successfully market the employment service using a variety of methods including our social media platforms, website and at external events.
* Perform other duties and responsibilities as required.

**PERSONNEL SPECIFICATION**

**Essential Criteria**

* Educated to Level 3 or equivalent i.e. A level, AS level, NVQ level 3.
* A minimum of 2 years’ experience of working with people with a disability in an employment related service such as UKSPF funded programmes or Workable NI.
* A proven track record of successfully engaging with employers to achieve employment for people with disabilities.
* Effective communication skills tailored to meet the needs of various stakeholders.
* Excellent organisational skills including proficient in the use of Microsoft Office applications.
* Knowledge and understanding of the DDA, the duty for reasonable adjustment and basic knowledge of employment law and processes i.e. recruitment and selection/ capability/ grievance/redeployment procedures.
* 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. NB: *Alternative transport methods will be considered for those who have a disability and cannot obtain a driving license. Successful candidates will be required to ensure that their insurance allows them to use their car for business purposes.*

**Desirable Criteria**

* A relevant management qualification, eg Level 5 Leadership & Management.
* Experience of managing/ supervising a team of staff or volunteers
* Completed Adult Safeguarding / Child Protection Training

**Requirements**

The post holder will be asked for proof of the right to work in the UK and will be required to undergo an Access NI check (funded by Orchardville).

**Other Requirements**

In addition, applicantsmust be able todemonstrate our values (EQUIP).

