



JOB DESCRIPTION

Job Title: Employment Officer (20Hrs)
Pay: £25,875 (pro-rata) +7% employer pension contribution
Location: 68a Spencer Road, Waterside, Londonderry, BT47 6AD
Reporting To: Employment Manager

MAIN PURPOSE:

Using the supported employment model, the Employment Officer (EO) will support participants who have a learning disability or autism to prepare for and secure paid employment.

MAIN RESPONSIBILITIES:

- Prepare participants for the world of work: - job preparation training, making CVs, practice interviews, setting up work experience and providing support throughout the recruitment, selection and onboarding process.
- Supporting participants to develop and progress their confidence and independence as well as their employability.
- Develop excellent working relationships with participants on your caseload as well as their circles of support.
- Develop and maintain excellent relationships employers.
- Gain a detailed understanding of participants strengths, weaknesses and barriers and develop a plan to support them.
- Ensure thorough and accurate record keeping.
- Daily use of different IT packages.
- Be confident to approach employers in different sectors to ask for opportunities for participants or for the organisation. For example you could be asking for work experience, training, work trials or perhaps a charity partnership, donations or fundraising opportunities.
- Develop participants skills and ensure they are making progress includes intensive 1-1 job coaching when required, regular support visits to employer premises and liaising with employers on reasonable adjustments.
- Deliver diversity/disability acceptance training to small and large groups.
- Develop good working relationships with other stakeholders to generate new referrals to the programme e.g; careers service, Health & Social Care personnel, schools, training organisations, Further Education / Higher Education institutions.

PERSONNEL SPECIFICATION

Essential Criteria

- Educated to Level 3 or equivalent
- A minimum of 1 years' experience supporting people with disabilities or disadvantage within an employment, training or educational setting.
- A proven track record of supporting people with disabilities/disadvantage to achieve their personal goals eg employment, educational or training related.
- Able to communicate effectively and confidently with a wide range of stakeholders.

- Knowledge and understanding of the DDA, the duty for reasonable adjustment and basic knowledge of employment law.
- Confident in the use of I.T., proficient in the use of Microsoft Office applications e.g. Outlook, SharePoint, Word and Excel
- 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.
- The post-holder will be required to travel other Orchardville locations and to external stakeholder premises on a regular basis and therefore the successful candidate must have or be prepared to arrange “Business Use” car insurance to fulfil the duties of the role.

Desirable Criteria

- Third Level qualification
- Experience of working within a Supported Employment organisation/ recruitment agency or sales focused environment.
- 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).

In addition, applicants must be able to demonstrate our values of Empowerment, Quality, User focused, Integrity, Passion (EQUIP)

