



Employment Specialist

Salary:	£28,860 - £29,900 per annum (depending on experience), plus 5% pension contribution
Hours:	35 hours per week, Monday – Friday, 9am to 5pm
Contract:	Permanent
Location:	Based at Share HQ, 64 Altenburg Gardens, London, SW11 1JL, with regular working at Share Garden, Gillian Webb Memorial Grounds, Springfield University Hospital, 61 Glenburnie Rd, London SW17 7DJ and Brixton 336, 336 Brixton Road, London, SW9 7AA
Annual Leave:	25 days per year (increasing by one day per year until you reach a maximum of 30)
Closing date:	09/03/2022
Reporting to:	Head of Training
Other key people:	STEPS into Employment Facilitator, Horticulture Job Coach

The role

The Employment Specialist will be responsible for embedding a pathway towards employment across projects and activities within Share, working individually with students towards their personal employment goals, and developing partnerships with external employers and employment organisations.

You will work with students at Share on a one-to-one basis, to prepare them for paid and unpaid work opportunities. You will act as their supporter and mentor during the application and induction periods, as well as throughout the placement or job. You will support individuals to understand how technology can help them achieve their employment goal, as well as helping them to develop their confidence, self-esteem, work ethic, and functional skills.

You will identify appropriate employers and liaise with them around suitable vacancies, set up interviews, and support individuals to successfully transition into the world of paid or unpaid work. You will also refer participants who are work ready to our partners, *Choice Support*, who provide further employment guidance and support for those seeking paid employment.

About us

Share is a registered charity, passionate about supporting disabled people to set their own goals for learning and life, and then helping them to achieve them. We offer a range of training, employment, personal development, and leisure opportunities. Everything we do is to help people be more independent and self-directed, make informed choices, be healthier and more resilient, and fully included in society.

Our programmes reflect modern needs and focus on digital skills, health and wellbeing, and developing robust pathways into independent living and employment. Many of our training programmes lead to nationally recognised qualifications.

Who we are looking for

Our ideal candidate will have experience of working within the field of supported employment, and have a strong track record of getting people into work or voluntary positions. They will have a good awareness of the kinds of support disabled people may need and will take a person-centred approach to supporting people and will be someone who inspires trust and confidence in others. They will have the ability to design and implement plans as well as excellent communication skills and the ability to build and sustain rapport with a wide range of people.

Main responsibilities

- To design and embed an employment strategy across Share to support students at all levels of job readiness. You will work with colleagues to develop students' awareness, confidence and soft skills related to the working environment.
- To build rapport and work individually with at least 20 participants per year, to help them develop their work readiness skills. You will help them raise their levels of self-awareness and self-esteem so that they apply for paid or voluntary opportunities with confidence.
- To plan and deliver our STEPS Into Employment course once a week, ensuring session plans are clear and concise in order to enable the STEPS facilitator to deliver the course two days per week.
- To work with the STEPS facilitator and Job coach to use a solutions-focused approach, to deliver training and coaching in a group and one-to-one basis, specific to the student's individual needs.
- To think creatively in organising motivational workshops and events for students. These may include a range of activities, drama workshops, personal grooming sessions and more.
- To work with each student to understand their individual preferences, strengths, and support needs, and develop an action plan and CV.
- To work with each participant's circle of support such as their tutors at Share, parents and/or carers, support workers and other key people in their lives to help them to achieve their potential and make meaningful strides towards paid or unpaid employment.
- To identify opportunities and liaise with employers, providing appropriate support and guidance to both employers and participants in placements, trials, and inductions, and ensuring that there is compliance with health and safety requirements and Share's risk assessment policy.
- To complete all administration tasks required to manage and chart each participant's progress including the updating of individual records using Share's management information system (Civi CRM) and correspondence with external agencies.
- To line manage the STEPS facilitator and job coach, ensuring employment support is delivered to a high standard across all sites. To present regular progress reports to your line manager and to produce data as required for funding reports.
- To maintain confidentiality at all times and to work in a spirit of positivity and encouragement and in a way that values diversity.
- To attend internal and external meetings and events as required.
- To work at all times in a way that values diversity and focuses on ability while working as a member of a supportive team by undertaking any other tasks as may be reasonably required.

Person Specification

Experience, skills, and knowledge

1. Experience of working within the field of supported employment and a strong track record of getting people into work or voluntary positions.

2. Good awareness of the kinds of support disabled people may need to succeed in employment, and how to meet identified needs.
3. Excellent communication skills and the ability to build and sustain rapport with a wide range of people, including parents, employers, colleagues.
4. Excellent coaching skills, with a focus on person-centred practice and a strong track record of helping people to develop confidence, self-esteem, and a positive way of interacting with the world.
5. Experience designing and delivering training sessions. Experience with ASDAN qualifications would be desirable.
6. Excellent administrative, ICT and self-motivation skills, and the ability to work well with minimal supervision.
7. You will be a strong team player and enjoy working alongside others to achieve the project's goals.
8. The ability to write and present written material to a high standard with excellent grammar and spelling.
9. You will be someone who inspires trust and confidence, and who behaves with integrity and honesty at all times.
10. You will be great at creative problem solving and helping others to find solutions to barriers.
11. You will present yourself in a professional, well-groomed manner, so that you are seen as a role model.
12. You will be someone who is passionate about social inclusion and particularly about helping young disabled people to reach their potential and shine.
13. You will have an understanding of different coaching models used to support individuals – e.g. GROW / OSCAR and how they might be implemented in a setting like Share.
14. Whilst not essential, experience of supporting adults with ill mental health would be an advantage.

How to apply

Please send us your CV and a cover letter addressing the following 3 questions:

1. What would you say is a barrier for people with learning disabilities and/or autism gaining employment? How would you work to address this within the employment specialist role?
2. How would you approach a local employer to gain a work placement for a student who has no previous work history? What steps would you take?
3. Some of our service users find change difficult to manage. How would you support someone like this to transition out of Share into paid employment?

as detailed on the vacancy page: <https://www.sharecommunity.org.uk/jobs/employment-specialist>. Please send your CV and cover letter by **09/03/2022 at 4pm** to hadmin@sharecommunity.org.uk.

If you would like to have chat about the role or visit us prior to applying, please contact Valentino Ferro on valentinfo@sharecommunity.org.uk or on 0207 801 9829.

We focus on ability and believe people work best when they feel valued, safe and happy. We do all that we can to make sure that Share is friendly and welcoming to everyone.

This job is subject to two satisfactory references, evidence of qualifications, an enhanced DBS check and providing evidence of right to work in the UK. If you have a disability and would like to discuss other ways of submitting your application, please call Valentino on 0207 801 9829.

Our privacy policy for job applicants can be found here: <https://www.sharecommunity.org.uk/privacy-policy-job-applicants>

We look forward to receiving your application.

