

## **JOB DESCRIPTION**

**JOB TITLE:** Director of  
Employment

**REPORTS TO:** Senior Leadership Team

**Salary** £45,000-£50,000 per annum

**Contract** full time

### **Purpose of the Job**

We need someone to lead our innovative learning and employment services. We have a track record for offering bespoke and co-produced services that seek to support people to reach their potential.

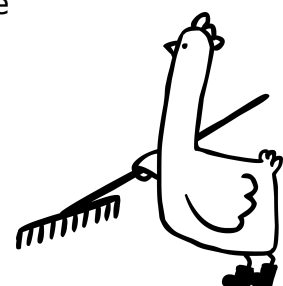
We are looking for someone who believes that everyone needs and deserves the opportunity to develop skills and seek independence through work. To create and lead a team that embodies our values and lifts people up.

- To develop and oversee our learning pathways for young people and adults with learning disabilities, those on the neurodiverse spectrum and with associated challenges.
- Contract management
- Returns and audits
- To network and collaborate with project partners including presentations. to build relationships with employers to create opportunities for our trainees.
- Lead the teams. Supervise and support the employment advisors and project mentors to:
  - support people with disabilities and other disadvantaged groups to gain employment
  - assess and support the needs of people with disabilities and other disadvantaged groups to gain skills and employment
  - facilitate the development of individual action plans
  - offer information and advice on routes to work and learning in a supportive environment, ensuring people are motivated and empowered to achieve their goals on both an individual basis and in group settings
  - collaborate with stakeholders to develop a sound customer base of employers and negotiate opportunities for clients, as appropriate
  - operate in a performance driven environment responding to the changing business demands
  - provide on-site work trial support if required.

### **Main Areas of Responsibility**



Learning and



To promote the service to a wide audience including Councils and external partners such as Job Centre Plus and local employers. To work flexibly within a team, undertaking a workload that reflects your skills, the needs of the organisation, and the specifications of contracts or funding it obtains.

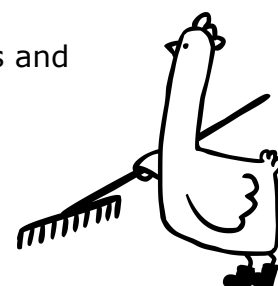
To support our teams to develop accredited, work-based courses and a range of learning opportunities.

- Building and sustaining relationships with clients, family carers, employers and support organisations including education.
- Offer a client centred service, being flexible to the needs of clients and the need for occasional out-of-hours or week-end appointments
- Motivation, career guidance and personal marketing skills
- Directly supporting clients into employment where necessary.
- Action planning and empowering individuals to achieve their goals
- Negotiating and liaising with employers
- Providing time limited hands-on support in the workplace
- Support clients with reviewing benefits if required
- Ensure health and safety of self and others and undertake risk assessments of settings and work trial bases
- Develop an outreach approach to delivery of service accessing community-based resources to the benefit of clients.

To promote the service and develop potential employment opportunities, by building long term relationships with: Step 2 Skills, Herts Futures and Herts Growth Board • Local employers • Those who refer clients to the service • Other local employment agencies, including Job Centre Plus • Local voluntary and community organisations that support clients.

To work in close collaboration and attend relevant meetings with: • Adult Care Services operational staff • NHS operational staff, particularly those specialising in Mental Health support • Partner organisations, particularly from the voluntary sector • Money Advice Unit operational staff • Families and Carers.

To contribute proactively to the achievement of the aims of the service, delivering a service that empowers clients and meets their individual needs, in a performance driven and contract led environment, contributing to the development and delivery of new business. To adhere to the organisations confidentiality policy, whilst ensuring that evidence is collected, good records maintained with effective use of ICT packages and paperwork completed to meet the needs of the service and to provide evidence of performance. To work within the policies and guidelines of the organisation, contribute to its quality improvement programmes and implement its equal opportunities policies and action plan.



The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

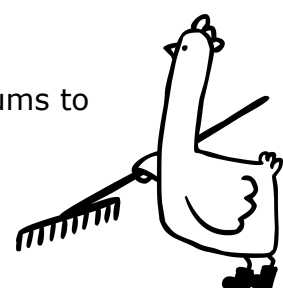
## Person Specification

### Knowledge and Experience

- Experience of managing a dynamic team
- Experience in the field of Employment Adviser or a Job Coach in a supported employment service (essential)
- Experience of working with people with multiple barriers to employment, such as people with neurodiverse conditions (including autistic spectrum, ADHD), people mental Health issues or people with various disabilities (e.g. hearing or visual impairments, mobility problems) (essential)
- Experience of providing support, advice and guidance to individuals to help harness their skills and interest with the view to gaining employment (essential)
- Experience of successfully networking with a range of employers from the public, private and third sector (essential)
- Experience of using own initiative to resolve problems and creativity to drive development (essential)
- A proven track record in motivating individuals with barriers to learning and employment (essential)
- A proven track record in managing employment support caseloads effectively (essential)
- A proven track record in the successful matching of clients to suitable paid or voluntary work placements, including providing advice to employers about reasonable adjustments in the workplace and job carving
- Experience in assessing the suitability of work placement with regards to health and safety practices
- A good understanding of the Equality Act and its implications in the workplace (essential)
- A proven track record in engaging effectively with wider community engagement initiatives (desirable).

### Skills

- Excellent communication and negotiating skills using a variety of mediums to internal and external audiences including learners/clients, external organisations, staff and employers (essential)



- Excellent time management skills and demonstrable ability to meet deadlines and achieve goals and targets (essential)
- A positive, flexible and adaptable approach to work (essential)
- Highly self-motivated, enthusiastic and willing to undertake personal professional development (essential)
- Ability to work as part of a team and on own initiative (essential)
- Good IT skills: clear proficiency in Word and Excel packages and use of the internet (essential)
- Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment
- Ability to deliver engaging presentations and workshops (desirable).

Criminal Background Check Safeguarding children and adults is of utmost importance to SRT. We require employees to abide by legislation and best practice to enable us to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned. In addition, you consent to allow us to retain a copy of the disclosure certificate within your personal file.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential.

April 2025

