

# Employment Coordinator Job Profile



October 2018

<b>Post:</b>	Employment Coordinator	<b>Salary Range:</b>	£ 26,000
<b>Responsible to:</b>	Team Facilitator	<b>Accountable to:</b>	Director of Employability

## Primary Job Purpose

Your role as an ENABLE Works Employment Coordinator is to support young people who have learning disabilities into employment, meeting the outcomes of the ENABLE Scotland service. Working on our Stepping Up- Schools programme in Fife, you will work closely with a group of people who have learning disabilities each year, getting to understand each person's work goals and then supporting them to develop their skills, knowledge and confidence.

You will be responsible for developing positive relationships with the programme participants, our schools partners and other stakeholders. You will work closely with local employers, developing professional relationships that will offer a diverse range of experiences and employment opportunities.

You will coordinate individual work experiences that suit each persons' goals and then support them to find the paid employment that will allow them to become independent, active members of their community.

You will be given performance targets to achieve each year to ensure that the programme participants are receiving a quality service and we are reaching the targets set out by our funders.

You will be an important member of the wider ENABLE Works team, supporting departmental objectives through delivery of support but also through positive collaboration and innovation within your team to support our strategic, societal goals.

## Main Duties and Accountabilities

### Providing high quality support:

- Regular and accurate profiling of skills and recording of participant activity
- Active case management to ensure person-centred success
- Delivering support with fidelity to the individual project model
- Delivery of structured training to individuals and groups of participants
- Maintaining positive relationships with participants and their circles of support to ensure inclusive success
- Managing professional relationships with stakeholders and employers to create opportunities for participants

### Delivering projects to plan:

- Keeping accurate and up-to-date records ready for audit
- Recording and gathering project information in line with project timescales and work plan
- Handling and storing project information in line with ENABLE Scotland's data protection policy
- Reporting accurately on project activity when requested and in line with project timescales

### Meeting performance expectations:

- Active case management to ensure participants are achieving success
- Meeting and exceeding individual project expectations
- Innovating and collaborating across your team to support wider ENABLE Works performance

### Contribution to strategy:

- Sharing best practice and opportunities with ENABLE Works colleagues
- Positive and flexible response to changes in work plans
- Collaborative approach to team and departmental delivery
- Managing your time/caseload efficiently in order to respond to additional duties as required

- Supporting the training and marking of accredited staff training
- Representing ENABLE Works and ENABLE Scotland with an understanding of departmental and organisational strategies

## Person Specification

Essential Criteria		Desirable Criteria
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>• PDA in Supported Employment</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• A commitment to support people with learning disabilities to get the jobs they want</li> <li>• Understanding of employability services and methodologies</li> <li>• Knowledge of the local area and it's community assets</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of skills and employment services for disabled people</li> <li>• Understanding of relevant policy and legislation</li> </ul>
<b>Skills/abilities</b>	<ul style="list-style-type: none"> <li>• Ability to profile skills and aspirations of people with learning disabilities</li> <li>• Ability to innovate and plan so people with learning disabilities can achieve goals</li> <li>• Ability to partner and negotiate with stakeholders</li> <li>• Professional presentation and personality</li> <li>• Self-management skills and the ability to meet duties effectively</li> <li>• IT literacy</li> <li>• Proactive and collaborative approach to team work</li> <li>• Commitment to personal and professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Full clean driving license</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of achieving success through innovation</li> <li>• Experience of working in a performance-focussed team</li> <li>• Experience of delivering learning</li> <li>• Experience of meeting/exceeding demanding compliance requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with people who have multiple and/or complex barriers</li> </ul>