



## **Employment Adviser Job Description**

### **General:**

Job Title:	Employment Adviser
Responsible to:	Service Delivery Manager
Location:	Edinburgh
Hours of Work:	Part-time (22 hours per week over 4 days)
Salary:	£22,648 (FTE), rising to £23,867 (FTE) after successful completion of one year's work in the role of Employment Adviser at Into Work.

### **Project:**

The Employment Adviser delivers the Into Work supported employment project. The project supports people with disabilities into sustainable paid employment using the 5-stage Supported Employment Model as accepted and endorsed by the Scottish Government.

### **Overall Purpose of the Job:**

Employment Advisers identify and develop employment opportunities and routes into employment, including education and training, for people with disabilities and/or long-term health conditions including those with specialist high support needs.

You will provide a personalised support service, assisting clients to develop skills, motivation & confidence, enabling them to move towards a positive employment destination. You will deliver phone support, face to face visits, delivering appropriate employment support activities as required.

### **Responsibilities:**

#### Client support

- To work with disabled people and those with long-term health conditions, assisting them to:
  - Identify their skills and employment support needs
  - Formulate action plans
  - Compile written media, e.g. CVs
  - Job search using a variety of media including the internet
  - Advocate between clients and others e.g. employers
- To market individual clients to employers/further education/training opportunities, using a range of marketing strategies including presentations
- To locate paid jobs, deliver outcomes and meet targets as part of a team.
- To devise, implement, deliver & monitor appropriate support strategies (with both clients and employers) To plan, evaluate and review clients' requirements in partnership with them, enable them to perform effectively in their job and in the working environment. Educate and manage the expectations of employers to help clients sustain work.
- To ensure that the service complies with standards set by Into Work and meets the contractual or partnership requirements of relevant funding bodies.

### **Responsibilities continued:**

#### Project Team

- To promote the work of the organisation and the project to: employers, further education providers and other agencies in order to build awareness and understanding of the service and the needs of Into Work's client groups.
- To make a positive contribution towards the development and sustainability of the team's specialist service, including participation in team activities and planning sessions.
- To present a value-based approach when working with clients, colleagues and all other contacts.
- To promote skill sharing with project team colleagues and the wider organisation.

#### Monitoring and Reporting

- To record and summarise notes from client meetings using IT and paper systems as required by the project and its funders.
- To maintain client files ensuring that they are up to date and contain relevant signed documents as required by the project and its funders
- To assist in the evaluation and monitoring of the project and with reporting to funders / stakeholders

#### General

- To promote and undertake all work activities in line with Into Work values
- To attend and contribute to team and organisational meetings as required
- To comply with Into Work policies and practices, following procedures as required.

#### Other

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by any changes in the role other than those given in the job specification.

The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the salary level. As a result of such variations it will be necessary to update this job description from time to time.

### **Line Management:**

The Employment Adviser reports to the Service Delivery Manager in their allocated team with regard to day-to-day work activities.

## Person Specification:

### Key

**E – is Essential**

**D – is Desirable**

<u>Knowledge and Skills</u>	E	D
1. Knowledge of issues relating to people with disabilities and employment	✓	
2. Knowledge and understanding of disabilities. In particular, of Autism and Mental Health Issues		✓
3. Communication skills – the ability to work with a range of people at all levels within a variety of work cultures and environments; awareness of how you are perceived by others; excellent written and verbal communication skills	✓	
4. Influencing and negotiation skills – motivating and inspiring others; working in partnership to achieve a goal	✓	
5. Awareness of and the ability to understand and respond appropriately to clients' behaviour and needs	✓	
6. Ability to handle competing priorities and make value-based decisions	✓	
7. Initiative and follow-through – the ability to work independently, self-organise and record work	✓	
8. Team working skills – relationship-building, a keen desire to share information and knowledge	✓	
9. IT literacy (Microsoft office products or equivalent) including a good working knowledge of email/diary management and word processing	✓	
10. Presentation or training delivery skills		✓
11. Knowledge/awareness of social media		✓
<u>Experience</u>	E	D
12. It is essential that new employees have experience in either the recruitment / HR sector <b>or</b> support to vulnerable people / voluntary sector.	✓	
13. Experience of managing a client caseload including the use of recording systems		✓
14. Experience of establishing effective working relationships e.g. clients, advocates, carers, employers	✓	
15. Experience of making oral and visual presentations		✓
16. Experience of working towards positive client outcomes	✓	
17. Ability to network effectively and develop partnerships with a range of external organisations	✓	
<u>Qualifications</u>	E	D
18. A willingness to complete the Professional Development Award in Supported Employment Practice at SCQF level 7.	✓	
19. An employment, recruitment or disability related discipline		✓

**Person Specification cont'd:**

<u>Other</u>	E	D
20. This position requires the ability to self-travel throughout Edinburgh in order to attend meetings and support clients. (travel costs are reimbursed)	✓	
21. A clean driver's licence and access to a vehicle.		✓

<u>Personal Qualities</u>	E	D
22. Is committed and works to Into Work values	✓	
23. Is committed to the principles of inclusion	✓	
24. Has a neat personal appearance and a pleasant manner	✓	
25. Works methodically and accurately	✓	
26. Has drive, self-motivation and enthusiasm	✓	
27. Can adapt and operate effectively within a culture of change	✓	