

Job Description

Job Title:	Disability, Placement & Progression Officer
Group:	UK
Dept/Project/Service:	UKSPF Work & Health Programme West Yorkshire
Reports to:	Contract Manager
Responsible for:	N/a
Usual office base:	Area Based
Grade:	Careers Grade 3

Context:

The Work & Health Programme is funded by the UK Shared Prosperity Fund (SPF) and managed by the West Yorkshire Combined Authority. It is a comprehensive, collaborative initiative that extends support to workless households and individuals facing various barriers to progression including obstacles linked to health and wellbeing, skills and confidence. It aims to facilitate their journey back into the workforce by providing targeted pre-employment interventions.

Job Purpose:

The Disability, Placement & Progression Officer will play a pivotal role in this programme by working closely with participants facing health-related challenges, facilitating their journey towards sustainable employment. Engaging with local employers, the successful candidate will generate opportunities and support the placement process for individuals with disabilities and health conditions. Providing personalised support, advice, and guidance throughout the participants time on programme as well as providing in work support to promote sustainability. This post endeavours to advocate accessibility and inclusivity in the workplace.

Job Objectives:

1. Participant Engagement and Assessment:

- a. Conduct thorough assessment of a participants' priorities, health barriers and challenges to employment.

- b. Develop a trusting and supportive relationship with participants through effective communication and active listening.

2. Tailored Support Plans:

- a. Create individualised and accessible support plans that address participants' needs, aligning with their goals and aspirations.
- b. Collaborate with a wider network of support services including health services to compile a tailored and comprehensive plan to support progression.

3. Health Advocacy:

- a. Advocate on behalf of participants with health service providers, ensuring access to appropriate healthcare and support.
- b. Liaise with healthcare professionals to coordinate and integrate health interventions into the overall support plan.

4. Employment Coaching:

- a. Provide coaching and guidance on employment-related skills, including resume building, interview preparation, and job search strategies.
- b. Collaborate with employers to identify suitable job opportunities aligned with participants' abilities and aspirations.
- c. Educate and facilitate access to a wide range of support in line with participant need, including help with skills development, financial advice, health services, benefit information, access to training and education, volunteering and employability support.

5. Partnership and Networking:

- a. Build and maintain strong partnerships with local health authorities, community organisations, and employers to enhance support networks.
- b. Attend relevant forums and meetings to stay informed about health, employment and skills trends and local and national opportunities which may benefit participants. Contribute insights and share best practice to help inform programme success and development.

6. Monitoring and Evaluation:

- a. Regularly assess and monitor participants' progress, adjusting support plans as needed. Maintain regular productive communication with participants to encourage engagement and progression.
- b. Collect and maintain accurate records, ensuring compliance with data protection regulations and programme reporting requirements.

- c. Provide in-work support to those successful in obtaining a placement or employment.

7. Empowerment and Skills Development:

- a. Facilitate workshops and training focused on health management, well-being, and employability skills.
- b. Empower participants to develop resilience and self-advocacy skills to navigate barriers to progression.

8. Referral Coordination:

- a. Establish and maintain effective referral pathways between health services and support agencies.
- b. Ensure seamless coordination between different support services, maximising resources to benefit participants.

9. Programme Promotion:

- a. Actively promote the programme within the community, engaging with potential participants and stakeholders.
- b. Contribute to marketing efforts to raise awareness of the programme's benefits and services.

Scope:

This post is funded by the United Kingdom Shared Prosperity Fund and all activity must comply with contractual regulations.

The successful candidate must be prepared to travel within the region. Key Workers may be required to work in a range of locations including community venues and employers' premises. The work may involve working in more than one location and there will be travel involved as part of the job. It may be necessary to work outside normal office hours. This job description needs to be considered in the context of a developing and evolving area of service delivery and therefore the duties described above will need to be adapted to meet the needs of the project.

Person Specification:

Knowledge

Essential:

- » Knowledge of the local labour markets and health related barriers to employment
- » Knowledge of customer service and relationship management
- » An understanding of the local area and factors contributing to the local labour market
- » An understanding of and a commitment to quality
- » Good knowledge of health services, employment, training and personal development opportunities that are available in the local community

Desirable:

- » L4 in Information, Advice & Guidance
- » Knowledge of digital and social media in a working environment
- » Knowledge of evaluation methods and how to measure impact of activities

Experience**Essential:**

- » Recent experience of working with individuals with health conditions and disabilities to overcome barriers to progression
- » Experience of working in a target driven environment

Desirable:

- » Experience of providing 'in work' support to individuals with health conditions and disabilities

Skills**Essential:**

- » Effective communication skills including written and verbal, and be able to relate to a wide range of people
- » Keen eye for detail and the ability to generate work that adheres to set compliance guidelines
- » Presentation skills both face to face and virtual
- » Ability to work collaboratively as part of a team
- » Excellent organisational skills, to include time management of own work
- » Ability to meet deadlines and achieve targets and implement contingency plans where necessary
- » Excellent IT skills, including all Microsoft Office software
- » A flexible approach to work activities, including travel as required to meet business objectives

Competency Band: 3

Key competencies for the role:

Our Values	Key Competency 1	Key Competency 2
Excellence – creating and leading success	Delivering excellent service	Responding to change
Integrity – supporting and building trust	Following through responsibilities	Building respect
Accountability – delivering and improving	Delivering commercial outcomes	Continually improving
Collaboration – engaging and partnering	Engaging others to achieve goals	Sharing knowledge with others

Job Family: Programme Delivery

Education Development Trust is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and successful candidates are subject to the relevant level of criminal record checks with national police authorities or the UK's Disclosure and Barring Service (DBS). This will be at minimum a basic DBS check.

Education Development Trust also participates in the Inter Agency Misconduct Disclosure Scheme and we may request information from relevant job applicants' previous employers about any findings of sexual misconduct, including harassment, during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.