

Job Description

Job Title:	Employment Specialist
Group:	Operations
Dept/Project/Service:	UK Skills & Employability – Connect to Work
Reports to:	Contract Delivery Manager
Responsible for:	N/a
Usual office base:	Area-based / relevant regional office
Grade:	Careers Grade 3

Job Purpose:

To deliver the Skills & Employability programme, providing person-centred employment support to individuals with health conditions, disabilities, and complex barriers to work.

Using a Supported Employment model (IPS or SEQF), the role holder will enable participants to explore, gain, and sustain competitive paid employment. The role will involve partnership working with Jobcentre Plus, local employers, NHS and social care services, refugee organisations, and wider community stakeholders, to create pathways into work and deliver ongoing support to ensure job retention and sustainable outcomes.

Job Objectives:

1. Promote positive perceptions by championing the capabilities and potential of people with disabilities, health conditions and refugee backgrounds, raising awareness among employers and partners.
2. Independently manage a high-fidelity/quality caseload of approximately 20-25 participants who wish to move into competitive employment. Follow Supported Employment principles closely, including a rapid job search and zero exclusion.

3. Carry out comprehensive vocational profiling and assessment to understand each participant's aspirations, skills, barriers, and support needs. Develop tailored, participant-led employment plans.
4. Develop SMART (Specific, Measurable, Achievable, Realistic, Time-bound) employment goals and action plans collaboratively with participants.
5. Use strengths-based coaching, motivational interviewing techniques, and practical advice to empower participants to overcome employment barriers.
6. Drive stakeholder and employer engagement by developing strong working relationships with local employers, promoting the benefits of inclusive recruitment practice and educate employers about workplace adjustments, health and disability confidence, and cultural awareness where relevant.
7. Provide continued and tailored in-work support to participants and employers after employment starts to help participants maintain and thrive in work.
8. Work closely and collaboratively with local partners, including Jobcentre Plus, NHS services, community and refugee organisations, and training providers to facilitate holistic support.
9. Maintain fidelity/Quality to Supported Employment models, participating in training, peer reviews, and quality improvement activities to ensure consistently high standards of delivery.
10. Work independently in community settings, safely managing lone working practices as per EDT procedures.
11. Adhere to EDT Safeguarding Policies and Procedures, escalating concerns appropriately regarding participant welfare.

Scope:

The post holder will be expected to work with a caseload of 20 – 25 individuals with health conditions, disabilities, and complex barriers to work defined as wishing to gain competitive (paid) employment. The post will involve working in more than one location, travel will be required and it is therefore essential that the role holder can travel independently within the contract defined region. It maybe necessary on occasion for the post holder to work outside of standard office hours.

Person Specification:

Knowledge

Essential:

- A relevant Level 4 qualification (e.g., in Information, Advice and Guidance; Health and Social Care; Supported Employment) OR equivalent, substantial experience in a related field.
- A comprehensive understanding of the systemic and personal barriers faced by individuals with health conditions, disabilities, and refugee backgrounds in accessing and sustaining employment.
- Labour Market Intelligence: In-depth knowledge of the local and regional labour market, including growth sectors, employer needs, and available training opportunities

Desirable:

- Understanding of Supported Employment either Individual Placement Support (IPS) principles and fidelity standards or Supported Employment Quality Framework (SEQF)
- Degree level qualification in a relevant field
- Knowledge of safeguarding frameworks and responsibilities

Experience

Essential:

- Demonstrable experience managing a caseload of individuals with complex needs and multiple barriers, guiding them to achieve sustainable employment outcomes
- Experience using coaching or motivational interviewing techniques
- Proven ability to engage and influence employers to create employment opportunities
- Experience working to and achieving outcome targets

Desirable:

- Previous Supported Employment experience or Supported Employment trained
- Sales, recruitment, or account management experience
- Direct or indirect experience of supporting those with disabilities, health conditions or complex barriers to employment

Skills

Essential:

- Strong interpersonal and motivational skills
- High levels of empathy, professionalism, and resilience
- Effective communication skills including excellent verbal and written skills, and the ability to relate to a wide range of young people and organisations

- IT skills and experience managing caseload administration efficiently
- Problem-solving skills, with a positive, solutions-focused approach.

Desirable:

- Negotiation and influencing skills with employers
- Presentation and group facilitation skills
- Excellent verbal and written communication

Our Values



EDT 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 & Barring Service (DBS). This will be at minimum a basic DBS check.

EDT 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.