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Job Advertisement:

**Employment Adviser (Supported internships) – Part Time 21 hours per week.**

**£28,000 FTE starting Salary. (Actual) £16,800 rising to £17,472**

**Hybrid Remote Working & Office based- Lambeth, South London**

**About Us:**

Status Employment are a Supported Employment Charity; we offer one-to-one support to people with health conditions, disabilities and complex needs to gain and retain employment. We have different teams and services across Lambeth and Croydon which cater for different needs, but all follow our place, train, then fade approach to support.

We are about to launch a new service providing supported internship opportunities for people in Lambeth with a learning difficulty/disability and seek a part time employment advisor to support our interns.

We are an organisation that has a diverse team of individuals that pride themselves on professionalism, strong values, and hard work to make a real difference to people's lives; we are committed to maintaining that diversity through ongoing recruitment.

**Job description**

**What is a supported internship?**

A supported internship is a work-based study programme. Primarily they are aimed at 16- to 24-year-olds with special educational needs (SEND) who have an education healthcare plans (EHCP) and both need and want additional support to move into employment.

Supported internships can vary in length from 10 weeks to up to 1 year. Guidance suggests 6 months to be a suitable amount of time on average.

Interns can work on rotation and complete multiple roles and work placements if required or complete their placements with the same employer and or role. Whatever the length and or number of placements it should be based on client preferences and enable the client to move into competitive employment.

**Employment Adviser**

The role will be to support young people with SEND and (with our without an EHCP) or disabilities experiencing barriers affecting their ability to move towards or stay in paid employment. You will provide tailored support that enables people to gain and retain competitive employment through the use of supported internships.

**Part Time 21 hours per week.**

**£28,000 FTE starting Salary. (Actual) £16,800 rising to £17,432**

**Hybrid Remote Working & Office based- Lambeth, South London**

21 hours per week working on a new service as part of our experience complex needs team

**Purpose:**

To work within the mission statement and values of Status Employment ensuring at all times respect for candidates’ rights and personal dignity

To enable candidates to take full advantage of supported internship work experiences as a stepping stone to gain and retain paid employment

Each Employment Advisor will take a primary role in the employment process. Each will have their own caseload and be responsible for following Status Employment’s processes, which include (not exhaustive):

* + Service promotion to generate referrals.
  + Compiling a Vocational Profile and Support Strategy for each candidate.
  + Assisting the candidate to decide the best job match.
  + Employer engagement to facilitate the internship experience.
  + Systematic instruction to support on the job learning.
  + Liaising with the candidates support network.
  + Giving information to candidates concerning benefits and implications of paid employment.
  + Building relationships with employers and other networks to create better opportunities for candidates.
  + Finding and securing suitable internships and employment opportunities for candidates.
  + Conducting Job Analysis and individualised in-work Support Strategy for candidates and employers.
  + Employer & stakeholder engagement.
  + Providing appropriate training and support for both employer and candidate.
  + Completing administrative duties to evidence work.

Status Employment may undertake special projects at times and offer advisors the opportunity to join these. You will be expected to assist with the development of such initiatives as required by the Senior Employment Consultant.

To provide support for their colleagues’ candidates and employers at times of annual leave and sickness in order to ensure the vital network of support is maintained.

Undertake any reasonable duties as requested by the Chief Executive / Management Team.

To work flexible hours, including evenings and weekends as required.

You will:

* Work with the referrers to support Clients to achieve their employment goals.
* Support Clients to devise a strategy to help them move forward with their employment needs.
* Engage with and develop professional relationships with family, guardians and other professionals involved in individual client networks
* Help clients with all aspects of a job search: applications, networking etc.
* Support clients to integrate into work experience placements.
* Provide individualised support to both the host employer and client through the work placement.
* Deliver Job Seeking, CV and Interview Workshops
* Develop an effective knowledge of the Equality Act 2010 and other relevant employment legislation
* Have good IT skills - we use a database to capture data at every point of contact - and have knowledge of online platforms like Zoom, Microsoft Teams etc

**This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of this post.**

Please complete our Application form (in line with the job description) and include in the subject of the email: “Status EA application” to [w.trunchion@statusemployment.org.uk](mailto:w.trunchion@statusemployment.org.uk)

Posted on: 1st October 2023.

Closed date: 13th October 2023

Job ref: EA - SI

Tags: Advice, Information, Vocational/Services, Supported employment, inclusivity, internshipswork

**Person Specification**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications and training** | * Educated to A level or equivalent experience. | * Trained in supported approach (or equivalent) * Level 3 Diploma in Employability Services Sector Qualification * Trained in systemic instruction. * QCF in Advice & Guidance (Level 3) |
| **Experience** | * Experience/understanding of working with people with SEND support needs, or a similar client group within health, social services or the voluntary sector * Experience of working with people with learning difficulties on a one-to-one basis * Experience of facilitating group work activities * Experience of managing multiple tasks at any one time * Experience of working assertively to influence decision makers. * Experience of networking and forming professional relationships * Evidence of remote and home working | * Experience of providing in work support to people with additional learning needs * Experience of supporting people to obtain or keep work. * Experience of working within SEND services. * Own personal lived experience of recovery from SEND difficulties. * Previous experience of working within a supported employment service * Proven experience of meeting and exceeding outcomes and targets |
| **Knowledge** | * An understanding of the employment needs, and challenges faced by people who experience SEND difficulties. * Knowledge of a broad range of occupations and jobs * Able to use IT and tools such as MS Word, PowerPoint and Excel * Able to use teams and other virtual sights such as share point to support remote delivery. | * Knowledge of the benefits agency and all disability/ employment related benefits * Know of the equality act and how these impacts on supporting people with disabilities in to work |
| **Skills** | * Good motivational, communication and listening skills. * Outstanding interpersonal skills and ability to build rapport with a range of people. * Good organisational ability * Natural ability to build close, trusting, and productive relationships with people. * Team orientated and works collaboratively within a mixed-disciplinary team. * Ability to work independently and use initiative to develop and promote a service | |
| **Personal qualities** | * Non-judgemental and trustworthy * Empathy with the needs of those with SEND support needs. * Passion and drive to make a positive difference to people's lives. * Highly motivated with a genuine belief that someone with a SEND condition can find paid employment. * Resilient and tenacious to not give up despite setbacks and frustrations. * Self-aware of personal strengths and weaknesses and actively invest in personal and professional development. * Willingness to travel within the region | |