



# Job Description

<b>Job Title:</b>	Employment Specialist
<b>Job Grade:</b>	A3
<b>Reports to:</b>	Service Manager
<b>Direct reports:</b>	None
<b>Clearance required:</b>	Enhanced DBS
<b>Key stakeholders:</b>	Job Centre, employment agencies, employers, clients

## Workplace values

The post holder will be expected to live our workplace values which are:

- **Honest:** we are open and realistic, building trusted relationships in which we challenge, collaborate and change.
- **Committed:** we are passionate about being the best that we can be, and we do this by keeping people at the heart of everything that we do.
- **Inventive:** we are ambitious, drawing together skills and resources to innovate and adapt in determined pursuit of our mission.

## Job Purpose

To build partnerships with employers to identify a sustained pipeline of job opportunities and to understand local employer needs in order to bring on board new employment opportunities for people on our programmes.



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## Key accountabilities:

1.	Actively promote our clients as potential employees and raise awareness of the service. Promote the ethos of our programmes and Humankind and encourage employers to look positively on our clients as potential applicants.
2.	Create employment opportunities for our clients through proactive engagement with a network of potential employers.
3.	Facilitate work placements, work trials and work experience with relevant employers.
4.	Provide appropriate in-work support to clients who have secured employment.
5.	Work with our Employment Coaches to identify job ready clients and facilitate swift access to local employers.
6.	Match clients to vacancies based on their job goals, skills and experience.
7.	Build and maintain an appropriate knowledge of the skills needs of employers, and contribute to monitoring any changes within the labour market.
8.	Maintain accurate, comprehensive and up to date case records for all people on caseload, including recording progression outcomes and post provision tracking utilising a caseload management system.
9.	Continuously update management information systems to maintain a central log of employment opportunities.
10.	Complete all necessary monitoring, and review processes required by project funders.
11.	Liaise with clients and employers to ensure barriers to sustained employment are addressed.



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12.	To work alongside other relevant agencies and attend multi-agency meetings as required.
13.	Undertake continuing professional development including participating in supervision, performance appraisals and attending training as/when required
14.	Work in accordance with all relevant legislation, policies & procedures and guidelines – both internal and external.
15.	Keep abreast of policy and professional development within your area of professional expertise.
16.	To promote, adhere to and live our workplace values of being honest, committed and inventive.

*This Job Description is not definitive and outlines key accountabilities – colleagues are expected to be flexible regarding their accountabilities and will from time to time be asked to carry out other duties to ensure achievement of company goals.*



# Person Specification

Technical/ Professional Qualifications	Essential or Desirable
Qualified to NVQ Level 3 in Advice and Guidance (IAG) or Employment Related Services Level 3 (QCF) or equivalent	E
Skills	Essential or Desirable
Proficient in Microsoft Outlook Office programmes	E
Knowledge/ Previous Experience	Essential or Desirable
Track-record of supporting clients to achieve their programme of learning and obtain employment and of meeting job outcome performance targets	E
Experience of using management information systems and maintaining accurate records.	E
Experience of working successfully within a sales or recruitment environment	D
Experience of working with a range of employers to satisfy their recruitment needs	E
Sound knowledge of the local labour market and the skills needed to apply for vacancies	E
Experience of multi-agency working to facilitate progression to employment	E



# Person Specification

Competencies	
<b>Lead and Inspire</b>	Defines the future direction of Humankind through identifying current and future challenges and longer-term opportunities.
<b>Create and Innovate</b>	Takes a solutions-focused approach to the challenges we face as an organisation. Looks at new ways of working and responding innovatively with new ideas or developing current approaches to meet organisational needs.
<b>Developing Our Talent</b>	Creates a positive and supportive environment in which individuals can grow and develop enabling them to realise their full potential.
<b>Impactful Communication</b>	Shares information and presents ideas or themes clearly and convincingly so that others see us as open, transparent and credible, and want to engage with us.
<b>Delivering Results and Achieving Greatness</b>	Focuses on our individual drive and personal focus to succeed in delivering against our key business objectives and targets.
<b>Service Excellence</b>	Continues to build on Humankind’s reputation within the industry, becoming a “provider of choice” recognised by external bodies as meeting the diverse needs of our customers and delivering the highest standards of service delivery.
<b>Working Together</b>	Defines how we work with each other and our customers, partners, commissioners and stakeholders.