



Job Description

Job Title	Employment Specialist
Function	Service Delivery
Department/Team	IPS
Reports to	Lead Employment Specialist
Direct Reports	0
DBS Check Level Required	TBC
Grade/Job Evaluation Level	Core - Coordination
Salary Banding	Individual Contributor C
Created/Reviewed date	May 2026

You will be working for

Waythrough launched in October 2024 following the merger of Humankind and Richmond Fellowship. Our vision is to break down the barriers that stop people getting the support they need to live a life they value. We tackle poverty and disadvantage in communities, through mental health, drug and alcohol, housing and related support. We have almost 200 services around England – and nearly 3,500 amazing staff and volunteers who run them. Every year our services support around 125,000 people.



Purpose of the Role

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.

Key Accountabilities

- Actively promote our clients as potential employees and raise awareness of the service. Promote the ethos of our programmes and Waythrough, and encourage employers to look positively on our clients as potential applicants.
- Create employment opportunities for our clients through proactive engagement with a network of potential employers.
- Facilitate work placements, work trials and work experience with relevant employers.
- Provide appropriate in-work support to clients who have secured employment.
- Work with our Employment Coaches to identify job ready clients and facilitate swift access to local employers.
- Match clients to vacancies based on their job goals, skills and experience.
- Build and maintain an appropriate knowledge of the skills needs of employers, and contribute to monitoring any changes within the labour market.
- 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.
- Continuously update management information systems to maintain a central log of employment opportunities.
- Complete all necessary monitoring, and review processes required by project funders.
- Liaise with clients and employers to ensure barriers to sustained employment are addressed.
- To work alongside other relevant agencies and attend multi-agency meetings as required.



- Undertake continuing professional development including participating in supervision, performance appraisals and attending training as/when required
- Work in accordance with all relevant legislation, policies & procedures and guidelines – both internal and external.

General Accountabilities

- Keep abreast of policy and professional development within your area of professional expertise.
- To promote, adhere to and live our workplace values of being honest, committed and inventive.

Additional Information

Values and Competencies

Our Values

- **Kindness**
- **Courage**
- **Respect**

Our Competencies

Lead and Inspire-Defines the future direction of Waythrough, through identifying current and future challenges and longer-term opportunities.

Create and Innovate-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.



Developing Our Talent-Creates a positive and supportive environment in which individuals can grow and develop enabling them to realise their full potential.

Impactful Communication-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.

Delivering Results and Achieving Greatness-Focuses on our individual drive and personal focus to succeed in delivering against our key business objectives and targets.

Service Excellence -Continues to build on Waythrough'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.

Working Together-Defines how we work with each other and our customers, partners, commissioners and stakeholders.

Person Specification

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

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

