

Job Description

Service	ReNew Hull
Job Title	Senior Employment Specialist (Individual Placement and Support)
Base	<p>Individual base TBC with the successful candidate – it will be at one of our Hubs within Hull</p> <p>Travel across all of our projects will be required as part of the role.</p>
Hours	<p>37.5 Hours per week.</p> <p>Fixed term contract until March 2025.</p>
Salary	CGL Payscale 31-33 (£31,165.47 - £33,026.32)
Reports to	Deputy Services Manager
Operating Principles	<p>Change Grow Live has developed several operating principles that it believes are essential to providing effective and inspirational care and support for its service users. They should be viewed as overarching expectations for all roles at Change Grow Live.</p> <p>All staff will contribute to the ongoing development of an ambitious, inspirational and outcome focussed culture at every level of service delivery.</p> <p>All roles will tangibly contribute to provide hope, empowerment, choices and opportunities that promote people reaching their full potential as individuals and community members.</p> <p>All service delivery will model the belief that we all have the potential to make positive changes and to lead meaningful and purposeful lives, as involved and contributing members of society.</p>
Purpose of Job	<p>You will support with the ongoing development of the Individual Placement and Support (IPS) model across our services in .</p> <p>You will manage a team of Employment Specialists providing supervision, training, caseload management, and role modelling</p>

	<p>of the IPS approach, as part of the holistic recovery plan for people in structured treatment for drug and/or alcohol use.</p> <p>You will provide a pivotal role in managing a high-quality service that meets IPS fidelity standards and delivers positive outcomes for service users.</p> <p>The successful candidate will also hold a reduced caseload of his or her own.</p>
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Key Responsibilities:	
	<ul style="list-style-type: none"> To provide leadership and operational line management to a team of IPS Employment Specialists across Hull including regular one to ones and appraisals, performance and sickness management and caseload reviews along with ensuring all staff follow CGL policies and IPS principles in accordance with their role.
	<ul style="list-style-type: none"> Support ReNew Hulls to effectively manage high-quality services that adhere to the eight fidelity principles of IPS, along with monitoring against our key performance indicators.
	<ul style="list-style-type: none"> To conduct regular internal IPS fidelity audits and implement improvement strategies where required.
	<ul style="list-style-type: none"> Provide field mentoring to staff within the IPS team, to enable them to further develop their practice and increase outcomes.
	<ul style="list-style-type: none"> To liaise with the ETE Project Lead, and Service Managers within ReNew Hull around the on-going implementation of the evidence based IPS Model and attend meetings where required.
	<ul style="list-style-type: none"> To work with keyworkers and clinical staff, including through case conferencing and multi -disciplinary teams to ensure that clients receive appropriate support from everyone involved in their care during the return-to-work process.
	<ul style="list-style-type: none"> To work with staff within the existing ETE team and service management, to ensure that vocational support services offered continue to develop effectively.
	<ul style="list-style-type: none"> To ensure that effective referral procedures to the IPS team are in place.
	<ul style="list-style-type: none"> Contribute towards monitoring reports for internal and external stakeholders, including commissioners and the
	<ul style="list-style-type: none"> To lead a local employer engagement strategy to involve employers (including the local authority and partner services), and open-up and secure work experience and paid employment opportunities for people in treatment for drug and/or alcohol dependency.
	<ul style="list-style-type: none"> To provide advice and support to employers, as agreed with the individual, which may include negotiating adjustments and on-going contact with supervisors in the workplace to ensure job retention.

<ul style="list-style-type: none"> • Coordinate the work of the IPS team in relation to building relationships with employers to effectively access the hidden labour market, external agencies and delivery of job seeking groups.
<ul style="list-style-type: none"> • Guide, mentor, and coach the team to deliver on employment engagement / job development strategies.
<ul style="list-style-type: none"> • Manage a small caseload of between 10-15 clients at any one time.
<ul style="list-style-type: none"> • To assess individual client support needs related to work which might typically include help with benefits, travel to work, managing health and work etc.
<ul style="list-style-type: none"> • Guide, mentor, and coach the team to deliver on employment engagement / job development strategies.
<ul style="list-style-type: none"> • Facilitate feedback opportunities for clients to provide feedback on the service and use this to review and develop the service.
<ul style="list-style-type: none"> • Arrange regular meetings with clients to monitor and review progress pre- and post-employment.
<ul style="list-style-type: none"> • Work with the ETE Project Lead to agree priorities and work plans.
<ul style="list-style-type: none"> • To develop effective working relationships with a range of external agencies who can help individuals to achieve their employment goals. This may include local colleges and training providers.
<ul style="list-style-type: none"> • Undertake mandatory training as required, including training in the IPS approach and employer engagement.
<ul style="list-style-type: none"> • Actively participate in own continuous professional development
<ul style="list-style-type: none"> • Ensure that all relevant policies are implemented and adhered to such as information governance, safeguarding, data protection and GDPR
<ul style="list-style-type: none"> • Plan, chair and contribute to regular team meetings that promote learning cultures, cascade information, and provide feedback mechanisms for staff on service delivery/developments
<ul style="list-style-type: none"> • Contribute to the safety of staff and service users by monitoring the maintenance of health, safety, and security procedures in the working environment, and carrying out risk assessment procedures.
<ul style="list-style-type: none"> • Working with the management team, maintain strong governance and monitoring systems, ensuring a consistent, high quality service and ensure professional standards are met and best practice is implemented.

Our commitment to you:

CGL works within the following framework and requires all employees to do the same

Equal Opportunities

CGL are committed to creating an inclusive environment, which celebrates difference and allows our staff and service users to flourish. CGL are committed to promoting and ensuring anti discriminatory practices through our organisational values, policies and procedures, which we expect all staff to promote and adhere to. CGL expect all staff to challenge prejudice and discrimination, to support staff with this we offer robust supervision alongside training and development opportunities to continually improve equality, diversity and inclusion practises.

Vision

CGL enables people to make the positive changes necessary to lead independent and purposeful lives and create safer, healthier communities.

Career Development and Progression

CGL is committed to providing its staff with opportunities for personal and professional development. We provide an internal training and development programme and aim to keep all our people up to date with new legislation and trends in health and social care work, with specialist training provided as required. Where appropriate, staff undertake external training courses in line with their development needs.

Safeguarding

CGL are committed to ensuring the safeguarding and wellbeing of children and adults at risk, and all applicants will be required to demonstrate understanding of and commitment to best safeguarding practice.

Your commitment to CGL

CGL Vision and Values

Promoting and understanding the values and vision if CGL. To understand what it means to you in your respective role, to your team and to service delivery.

Children and Adults at Risk

Demonstrating an understanding of and commitment to best safeguarding practice. Making awareness of documentation and referral pathways at your service a priority and taking immediate and appropriate action as necessary.

Boundaries and Behaviours

Observing professional integrity in relationships with service users, peers, your team and other relevant professionals.

Health & Safety

Being responsible for your health and safety and that of colleagues and service users. Employees should co-operate with management and follow established systems of work.

Equality, Diversity and Inclusion

Being committed to helping to build an organisation that respects and values the diversity of all staff, making our services accessible and inclusive, regardless of an individual's protected characteristic (age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief, sex and sexual orientation) recovery status or offending background.

The above is an outline of the post holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time to meet the changing needs of CGL. Any change will be made after a proper period of consultation.

This post is subject to a Disclosure and Barring Service check at an enhanced level. (Applies to all roles where regulated activity is undertaken.)

Staff will need to work flexibly across operational sites as required and to work flexibly within an agreed number of hours to maintain the most appropriate level of service provision. This may involve evening and weekend working

CGL's Competencies:

CGL's Management Competency Framework articulates underlying characteristics that all managers are required to demonstrate and can be used for identifying strengths, development opportunities and performance management.

Judgement / Communication & Influence / Open mindedness / Emotional Intelligence / Diversity / Empowerment / Courage / Deliver results

These are supported through training, appraisal and supervision to ensure our Team Leaders are able to perform to the best of their ability, support their teams, model the values of the organisation and develop their own leadership skills.

Person Specification

Essential and desirable requirements (E & D) for the role and assessing and testing the necessary level of competence required for this role. Please note - applicants are asked to evidence their ability to meet each aspect of the person specification below, e.g. by highlighting relevant key achievements and duties held within roles.

	Essential	Desirable
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Education and Qualifications	<p>Educated to degree level, or with equivalent relevant work experience.</p>	<p>Level 3 Diploma in Employability Services Sector Qualification or equivalent.</p> <p>QCF in Advice & Guidance (Level 3 or above)</p>
Experience	<p>At least 2 years' experience of helping people facing severe labour market disadvantage to obtain or keep work.</p> <p>Proven experience of meeting and exceeding outcomes and targets.</p> <p>Previous employer engagement, business development or sales experience.</p> <p>Experience of collaborative working and working in multi-agency partnerships.</p> <p>Experience of staff supervision and coaching.</p>	<p>Experience of working with people recovering from addiction and/or mental health problems or a similar client group.</p> <p>Experience of delivering training.</p>
Skills, knowledge, and abilities	<p>An understanding of education, training and employment services.</p> <p>An understanding of the employment needs and difficulties of people who experience substance dependency and related barriers to employment.</p> <p>Ability to develop relationships with multiple stakeholders, including employers, partner agencies, clients and their family/carers.</p> <p>Ability to support clients and employers when a client's job is at risk.</p> <p>An ability to provide advice and support to keyworkers and clinicians in relation to the employment needs of their clients.</p> <p>Working knowledge of a broad range of occupations and jobs.</p> <p>Knowledge of the welfare benefits system.</p> <p>An ability to communicate highly complex and specialist information effectively both verbally and in writing, including the production of formal reports.</p>	<p>An understanding of the principles and practices the Integrated Support and Placement (IPS) model of supported employment.</p> <p>An understanding of the Equalities Act 2010.</p> <p>Basic counselling skills.</p>

	<p>An ability to assess the learning and development needs of others and give individual feedback to manage and improve performance.</p> <p>Able to use IT and tools such as MS Word, PowerPoint and Excel</p> <p>Strong leadership skills.</p> <p>Excellent motivational, communication and listening skills.</p> <p>Outstanding interpersonal skills and ability to build rapport with a range of people.</p> <p>Ability to model recovery focused practice including co-production.</p> <p>Natural ability to build close, trusting and productive relationships with people.</p> <p>Ability to work independently and use initiative to develop and promote a service.</p>	
<p>Personal Qualities</p>	<p>Non-judgemental and trustworthy.</p> <p>Passion and drive to make a positive difference to people's lives.</p> <p>Positive mindset with the ability to motivate, engage and inspire.</p> <p>Highly motivated with a genuine belief that someone affected by drug and/or alcohol dependence can find paid employment</p> <p>Resilient and tenacious to not give up despite setbacks and frustrations.</p> <p>Commitment to integrity and excellent service delivery to the client, employers and clinical team.</p> <p>Self-aware of personal strengths and weaknesses and actively invest in personal and professional development.</p> <p>Willingness to travel and work flexibly.</p>	