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| GROUNDWORK  GREATER MANCHESTER | |  |  |
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|  | IPS Employment Specialist |  |
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| **SALARY** |
| Pay Grade: E, salary £29,970 |

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| **CONTRACT DETAILS** |
| Permanent  36 hours and 40 minutes per week  Based at Groundwork office in Ashton-under-Lyne from community spaces in Oldham and Rochdale within Greater Manchester.  We aim to support a healthy work-life balance. As such we operate a flexi-time system and part-time and flexible working options are available. We are happy to discuss preferred working arrangements with candidates within the parameters of the role requirements. |

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| **ACCOUNTABLE TO** |
| IPS Manager |

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| **RESPONSIBLE FOR** |
| Caseload of approx. 25 active participants |

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| **OVERVIEW OF THE POST** |
| You will be part of an established team delivering the Individual Placement and Support (IPS) approach, for a caseload of clients. You will be providing person centred advice and guidance for clients to support them to secure and sustain appropriate employment outcomes. You will be responsible for building positive relationships with local employers, to source suitable vacancies and enable clients to move into and sustain employment.    You will work with a range of stakeholders in addition to the IPS and Groundwork teams including service managers, clinical teams, user groups, training and employment schemes, local colleges, local employers, JCP and other partner agencies. |

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| **ROLE & MAIN PURPOSES OF THE POST** |
| **Delivery**   * Recruits and manages a caseload of services users, who have a disability or mental or physical health condition, providing an individually tailored programme of person-centred advice and guidance to enable them to secure and then sustain employment outcomes. * Ensures delivery of a high quality, community-based service for your caseload that meets fidelity standards, delivers positive outcomes for service users and achieves contractual KPI’s and outcomes. * Source job opportunities for clients through tailored job search and regular contact with local employers, in line with fidelity standards to explore hidden as well as advertised employment opportunities. * Provide in work support for service users, and their employer, to ensure job sustainment |
| **Business & Service Development**   * Manage and develop relationships to both generate referrals and ensure effective delivery of all aspects of IPS service, including attending regular MDT clinical team meetings and building relationships with colleagues in clinical settings * Develop effective working relationships with a range of external agencies who can help individuals to achieve their employment goals. * Build and maintain employer relationships to support job retention, including supporting employers to implement reasonable adjustments and return to work strategies. Challenge inequalities experienced by clients and address existing discrimination, whilst ensuring a process of learning for the organisation. * Identifies opportunities * Uses internal and external data in vocational recovery field, and shares learning within team to inform service development and practice |
| **Financial & Resource Management**   * Plans for effective use of resources within service delivery * Responsible for managing project budget relating to caseload |
| **People Management & Development**   * Shares specialist skills and knowledge with others * Embeds culture and values through own behaviours and providing supportive challenge to others |
| **Internal Management**  Embeds policy and procedure within areas of responsibility  Supports delivery of business improvement priority plans within specialist area |
| **Other**   * Deputise for Senior Employment Specialist to cover short-term capacity gaps and absence * Perform all other duties as assigned |

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| **Person Specification** | |
| **Essential Experience**   * Proven experience of supporting people to obtain or keep work * Experience of working with people to identify their needs and goals * Experience of working with stakeholders * Proven experience of meeting and exceeding outcomes and targets * Experience of working with people on a one-to-one basis, offering motivation and support | **Desirable Experience**   * Experience or an understanding of working with people with mental health support needs, or similar groups. * Proven experience of generating programme referrals * IPS delivery experience (preferably in a Primary care setting) * Experience of working with employers to develop job opportunities for participants, and to support them whilst in work |
| **Essential Knowledge, Skills and Qualifications**   * 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 * High level of optimism, initiative, and effective interpersonal skills in order to engage effectively with participants, clinical teams and employers * Proactive diary management and organisational skills * Attention to detail and ability to work to a defined delivery structure * An understanding of the employment needs, and challenges faced by people who experience labour market exclusion * Developing a knowledge of a broad range of occupations and jobs * Able to use IT and tools such as MS Word, PowerPoint and Excel | **Desirable Knowledge, Skills and Qualifications**   * The ability to manage multiple tasks at once. * Knowledge of the benefits system and all disability/ employment related benefits * Trained in the IPS approach |
| **Values and ethos:**   * Demonstrates practical understanding of organisation values and can describe how these might apply to role and how they would embed these across the organisation. * Passion for the organisation and our work. * Actively seeks learning and development. | |

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| **ADDITIONAL FACTORS** |
| * Able to work outside of normal office hours within a flexi time / time off in lieu system. * Comply with the organisation’s policies and procedures including, but not exclusively, Equality, Diversity and Inclusion, Data Protection, Health and Safety, Safeguarding and Environment. * This post will be subject to a basic DBS check. * We offer a guaranteed interview to applicants with a disability and Armed Forces veterans who meet the essential criteria above. |

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| **PREPARED BY:** | Liane Kirk |
| **PREPARED ON:** | 17/06/2025 |