

Employment Specialist (Bury St Edmunds)

Job Role

We're currently recruiting an Employment Specialist to join our dedicated Connect to Work team. This role forms part of a specialist programme designed to support individuals with disabilities and/or health conditions into sustainable paid employment.

As an Employment Specialist, you'll play a vital role in helping participants achieve their employment goals. Working primarily with individuals who have health-related support needs, you'll identify suitable job opportunities and provide tailored guidance to help them secure long-term, meaningful employment.

Using a person-centred approach, you'll offer bespoke advice and support to each client, while also developing strong relationships with referral partners and local employers. Your ability to engage with stakeholders and understand individual needs will be key to enabling successful employment outcomes.

To thrive in this role, you'll bring a strong understanding of the local labour market in the relevant geographical areas, along with proven experience supporting individuals with multiple and complex needs, particularly those with learning disabilities. Have a track record of working in target-driven environments while consistently delivering services that meet contractual and quality standards.

Be proud to help our communities build back better, to ensure no one is left behind.

In return for your dedication, knowledge, and commitment, we're offering a competitive salary range **£30,000 to £32,000 p.a.** (dependent on experience) with these great benefits:

- **25 days annual leave + Bank Holidays + Birthday Day off (with the opportunity to buy additional days)**
- **2 Volunteer Days**
- **Company Pension Scheme - 5% Employee 5% Employer**
- **Health Insurance Allowance**
- **Employer Paid Healthcare Cash Plan, incl. 3 x salary life assurance**
- **Annual Pay Review**
- **Enhanced Maternity/Adoption and Paternity Pay Arrangements**

- **Free access to BenefitHub – an online portal with access to a wide range of retail discounts, Life Assurance, Cycle to Work Scheme, Tax Saver Commuter Tickets**
- **Refer a Friend Scheme**

Interested? There's an easy to apply route below to upload your CV!

If you need any further information, talk to our experienced Internal Recruitment Team on 01702 208282 .

Seetec Group is an employee-owned organisation and we continually pride ourselves on our sense of community, both in the incredible work we do throughout UK and Ireland, and internally with our Employee Owners. People are at the front, centre and heart of every service we provide and each decision we make.

What it means to be employee-owned.

What our people say.

Location: Remote working but must be able to cover Bury St Edmunds

Hours: 37 hours a week. Monday to Thursday 8.30 am to 5pm, Friday 8.30 am to 4.30pm

Closing Date: 15 December 2025

Key Responsibilities

- Meet, and strive to exceed personal performance targets, Key Performance Indicators and all Quality and Compliance measures.
- Progressively manage a caseload of referred customers with a disability and/or health support needs using a variety of appropriate strategies to help them overcome barriers to gaining employment.
- Learning disability, health support needs awareness and self-development/knowledge to provide specialist support to customer group

- Undertake in-depth assessments using a suite of tools to fully understand a customer's circumstances, preferences and holistic barriers to progression to employment
- Achieve the Customer Service and Quality Standards required on the programme.
- Co-produce personalised tailored Action Plans featuring SMART targeting to enable positive and timely progression.
- Use an integration framework of local specialist services to obtain support to address specific issues (e.g. substance misuse, anger management, debt advice, health and vocational training).
- Use social prescribing to develop and improve customer circumstances (e.g. healthy eating classes, smoking cessation and social groups).
- Work with multiple agencies to develop holistic approaches to support customers. With customer consent undertake case conferences with external agencies to jointly optimise support packages.
- Fully understand the local labour market to source suitable job opportunities
- Undertaking direct marketing to employers using digital and electronic formats e.g. email, LinkedIn, Facebook, Twitter etc.
- Identify the specific recruitment needs of each employer and undertake tailored pre-screens and group assessments.
- Co-produce effective in-work support plans with participants and employers, based on an assessment of need, providing practical support to ensure a smooth transition into work. When appropriate facilitate job carving opportunities.
- Be mindful of Health & Safety within the customer's workplace and actively promote and report (if appropriate) to ensure a safe working environment for all customers.
- Develop an understanding of specialist signposting services in the local area/region, building knowledge in areas such as specific disabilities, housing, benefits etc.
- Maintain IT files and customer records to the required compliance and quality standards.
- Work from local hubs and community outreach locations (sometimes alongside other services e.g. housing, health and primary care centres) to increase service accessibility.

Skills and Experience

Essential

- A good working knowledge of the local labour market in the specified geographical locations
- Experience of working with people with multiple and complex needs in particular those with learning disabilities.
- Fully IT literate in using a range of Microsoft Office programmes to include 365 products and modern digital technologies, i.e. Microsoft Teams
- Experience of working in a target driven environment.
- Experience of delivering services to meet contractual and quality standards

Desirable

- Knowledge of the employability industry and/or Knowledge of the recruitment industry
- Understanding of Supported employment Opportunities and associated frameworks (IPS/SEQF)
- Experience of working with people in 'advice & guidance' environments
- Full driving license to enable deployment across a specified geographical area (region), when required

Additional Information

SEETEC is one of the UK's leading providers of employability and health services, supporting thousands of people to move into employment each year. Committed to empowering people to better their lives, Seetec supports individuals from all walks of life to enter and progress in the world of work. We create and source jobs and opportunities, and by focusing on people's strengths we raise aspirations and help them overcome their barriers to work and develop the skills that employers are looking for. Together, we open up a world of opportunity to individuals and organisations, supporting them with their aspirations today so they can thrive in the future.

Seetec is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff to share and uphold this commitment in conjunction with the requirements of the Prevent Duty and the positive promotion of modern British values.

Dependent on the role applying to you may be required to process a Disclosure and Barring Service (DBS/DS) check. Seetec support the recruitment of ex- offenders and will not discriminate in any way. Our full policy statement of “Ex-Offenders” can be found on our website under “About us”

Seetec is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.