**Bromley, Lewisham & Greenwich Mind**

**Person Specification**

**Job title: Senior IPS Employment Specialist**

**Note to candidates**

All of the criteria marked (A) will be used for shortlisting purposes.

You should attempt to describe how you meet these criteria in the ‘Supporting Information’ section of the application form, giving examples where possible.

Only candidates who can clearly demonstrate how they meet these criteria will be offered an interview.

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|  | **Essential** | **Desirable** |
| **Training and Qualifications** | * Educated to a degree level or equivalent by experience | * Trained in the IPS approach * Full & current driving licence |
| **Experience** | * 2+ years’ experience of working with and supporting people who have experienced mental health support needs or other unemployed disadvantaged groups) into employment (A) * Proven experience of meeting and exceeding outcomes and targets (A) * Strong networking abilities (A) * Experience of managing multiple tasks at any one time (A) * Experience of staff supervision, management and/or mentoring (A) * Experience of managing change effectively and facilitating innovation (A) * Experience of engaging with employers and creating job opportunities (A) | * Experience of partnership working negotiation and liaison work with other agencies * Experience of opening up job opportunities with a range of employers (A) * 2+ years’ experience of working in IPS Employment services (A) |
| **Knowledge and Skills** | * A good understanding of the principles and practice of supported employment (A) * Working knowledge of a broad range of occupations and jobs * Able to use IT and tools such as MS Word, PowerPoint and Excel * Strong leadership skills (A) * Excellent motivational, communication and listening skills (A) * Outstanding interpersonal skills and ability to build rapport with a range of people * 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 (A) * Vocational assessment and profiling skills (A) * Knowledge of disability and special needs issues, policies and legislation in relation to employment * Can demonstrate a high level of perseverance, being committed to seeing plans through to their conclusion with agreed timescales (A) * Understanding of the issues facing people with mental health problems seeking employment * Non-judgemental and trustworthy * Resilient and tenacious to not give up despite setbacks and frustrations * Positive mindset with the ability to motivate, engage and inspire (A) * Self-aware of personal strengths and weaknesses and actively invest in personal and professional development * Understanding of, and commitment to, equity, diversity and inclusion (A) | * Knowledge of Employment law (A) |
| **Other** | * Ability to travel quickly and efficiently across the Borough. | * Personal experience of mental health issues |