

IPS Team Leader

Role Purpose

“A career in IPS (Individual Placement and Support) gives you the opportunity to change minds, and the power to change lives.” (IPS Grow)

- Lead an IPS team to deliver a high quality service that meets the needs of our those who use our services, partners and stakeholders. Role model the IPS approach and provide supervision, training and field mentoring in order to incite creativity, innovation and motivation within the team.
- Responsible to lead, oversee and embed Via’s vision to deliver an IPS model, whilst building positive relationships with local employers to match people into meaningful employment.
- Develop and maintain effective working partnerships with a wide range of people to develop links and opportunities to drive referrals and promote the service.
- Coach, motivate, engage, and inspire individuals to fulfil their full potential using a strength and preference-based approach to secure paid employment through managing an active caseload.
- Work closely with a range of staff, stakeholders, and partners to compliment and work in synergy with an existing education and training team, to enhance and bring added value within the service.

Key duties and activities of the role

- To effectively manage a high-quality service that adheres to the principles of IPS best practice and is in line with ‘Fidelity’ quality framework.
- To monitor and manage the team’s performance, coaching and guiding them individually and through a team to achieve contractual targets and ensure all required outcome monitoring and reporting mechanisms (including NDTMS an IPS Grow) are completed and submitted efficiently.
- Liaise closely with commissioners, funders and other key stakeholders, attending partnership meetings as required.
- Promotion and enhancement of the service within the local community.
- Create and embed a culture of continuous improvement which includes active engagement and co-production with those who use our services.
- To identify training needs for staff both within the team for continued professional development and also awareness training for external partners; support the design and delivery of training, coaching, field mentoring and observations.
- Undertake support work with a caseload of people to help them identify their best job match, produce Vocational profiles and Action Plans and assess their work-related support needs.
- Manage the IPS service budget.
- To provide high-quality support through conducting regular visits, effective monitoring and in-work engagement for clients and employers to help sustain employment.
- To lead in changing the belief culture and raising expectations as to the ability of individuals to gain and retain meaningful, paid employment according to their personal goals.

- To create and develop relationships with a range of employers with a focus on the hidden job market.

Person specification for the role

We welcome people from a range of backgrounds and with all kinds of life experience, but here's what we'd like you to have:

- Demonstratable experience of building effective networks and relationships with people from differing backgrounds.
- Experience of staff supervision, management and/or mentoring.
- Passion for and knowledge and understanding of working with substance misuse, disability or with other socially excluded or vulnerable groups.
- Great leadership, and interpersonal skills. Demonstrating a highly cooperative approach to supporting the team to deliver service objectives.
- A strong, motivational and adaptable communication style with excellent verbal and written skills including record keeping and report writing.
- Proven experience of meeting and exceeding outcomes and targets.
- Excellent IT skills including use of Microsoft Office programs and digital meeting platforms and systems.
- Experience if working in an employment service or equivalent.

Responsibilities for all Via staff

- To work within the Via values of **Care, Be human and Do the right thing**. Support and collaborate with all colleagues and engage with the wider organisation.
- To promote and deliver positive, inclusive and anti-discriminatory practices in line with Via policies, professional and sector requirements, and legislative frameworks.
- To act on all Safeguarding concerns so that all statutory and organisational Safeguarding responsibilities are met and that all learning is shared.
- To observe professional integrity and candour at all times and with all people.
- To comply with all organisational policies and procedures including GDPR and all Health and Safety policy and guidance, taking responsibility for your own safety and contributing to that of colleagues and others as applicable.
- To regularly participate in one-to-one / supervision sessions, objective setting and review, training, practice and learning forums.
- A commitment to learning and to continuously improve everyone's knowledge and skills.
- To work flexibly to enable the delivery of effective services. This may include flexibility across sites or flexible hours and any other duties that may reasonably be required of you within your role.

Version Control					
Version Number	Date Salary Banded	Salary Banding	Authors Initials		
1.1	20/06/2024	Band 6	FH	RO	CA
1.0	22/11/2022		FH	RO	

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Care Be human Do the right thing