

JOB ROLE DESCRIPTION

1. POSITION DETAILS	
Position Title	IPS Employment Specialist
Reports to (title)	Team Leader
2. PURPOSE	
<p>As an Individual Placement Support Employment Specialist (ES), you will champion a strengths-based approach to employment, prioritising an individual’s potential and working with employers to foster inclusive workplaces where everyone can succeed. You will play a pivotal role in empowering individuals by guiding them alongside their structured health treatment toward sustainable paid employment, tailored to their goals. Beyond job placement, you will work closely with employers to promote workplace inclusivity, negotiate reasonable adjustments, and develop long-term support strategies that ensure job retention. With the Individual Placement Support (IPS) values at its core, this role is about more than just employment—it’s about driving social impact, building confidence, and creating lasting change for individuals and their communities.</p>	
3. DUTIES	
<ul style="list-style-type: none"> - Manage a small caseload of motivated participants who have been out of work or are at risk of leaving work, due to disability, long-term health conditions, or multiple and complex barriers, offering comprehensive, tailored employment support. - Collaborate and co-locate with local support organisations (e.g., local government, NHS integrated care systems, voluntary and community organisations) raising the profile of Connect to Work and generating appropriate referrals. - Integrate the Connect to Work programme into the local support infrastructure, providing holistic and coordinated support, delivering employment support to participants in parallel with any existing support they are currently receiving. - Attend weekly client focused meetings with structured health team. - Assist participants in understanding their key skills, aspirations, and goals by completing a Vocational Profile and developing tailored, person-centred employment plans based on the IPS model. - Create In work SMART action plans that identify clear learning goals and address any challenges identified during the transition into the labour market to support sustainable employment such as, CV creation, applications and interviews, promoting rapid job search strategies, aiming to engage participants with the job market within 4 weeks of programme start. - Develop effective working relationships with a range of specialist services needed (e.g., debt management, skill development, housing). - Help participants navigate their financial situation with employment to enable them to make informed decisions and signpost to trained benefit counsellors if needed. - Maintain high levels of quality and performance, following the eight principles of Individual Placement and Support (IPS) model. - Drive social value and community led outcomes, increasing equity and inclusion in Core20PLUS communities, partnering with the community to break the cycle of inequality, poor health outcomes and unemployment. - Proactively identify reasons for participant disengagement and implement strategies to motivate and encourage active re-engagement in the programme. - Establish strong employer relationships within the community to enhance employment opportunities that align with participant strengths, needs, abilities, and preferences. Managing weekly face to face meetings and updates. - Source job opportunities for participants through tailored job search and regular contact with local employers, in line with fidelity standards to explore hidden as well as advertised employment opportunities. - Engage in job carving to create customised job roles that align with the strengths, skills, and needs of participants. Advocate for the benefits of job carving to employers, to enhance workplace efficiency and inclusivity. 	

- Deliver dynamic disability awareness training to empower employers to create inclusive workplaces, equipping them with the knowledge and confidence to implement meaningful adjustments.
- Provide individualised in work support using the place then train model, ensuring effective support networks are in place and on the job training is provided. Provide ongoing support to the participant and employer to ensure a successful and sustainable employment relationship and ongoing development opportunities for the participant.
- Address and challenge the inequalities faced by participants, actively combating discrimination while fostering a culture of continuous learning with the employer.
- Ensure participant records are accurate and contractually compliant, maintaining current updates of all interventions in alignment with contractual, internal, and fidelity requirements.

4. COMPETENCIES

ESSENTIAL COMPETENCIES

- Confident communication and presentation skills with ability to build rapport , inspire, motivate and challenge service participants and employers alike.
- A prosocial attitude and confidence to lead social facilitation
- Highly energetic, creative and adaptable with a proactive mindset, able to respond swiftly and effectively to challenges and opportunities.
- Ability to employ diplomacy and emotional intelligence in handling challenging situations and navigating difficult conversations and shifting mindsets.
- Understanding of the employment/welfare services and the needs and challenges of the job market for long term unemployed, including those with health conditions.
- An understanding of key concepts of recovery and how they empower individuals to regain independence, purpose and well-being.
- Able to effectively and confidently network to build and maintain effective relationships internally and externally.
- High level digital literacy skills, and data accuracy skills, including strong working knowledge of Microsoft Office applications and web-based communication technologies.
- Excellent organisational skills with a demonstrated ability to manage a busy schedule/workload under pressure and adapt to a changing work environment
- A strong commitment to personal and professional ongoing development
- Experience of working in a performance environment.
- An understanding and awareness of disability policies and legislations in relation to employment.
- Ability to travel flexibly in your local area.

Desirable

- Knowledge, understanding and experience of the Supported Employment principles and approach
- Experience of working with people with multiple and complex needs, including health conditions and disabilities
- Employment Services related qualification
- Experience of outreach and community-based work promoting services and integrating local services to maximise employment opportunities for participants
- Experience of reverse marketing individuals to specific employers
- Experience of generating referrals to a programme through connectivity with a range of stakeholders
- Be able to travel and work in the area your area.