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| **Job Title** | **Employment Engagement Co-ordinator** |
| **Responsible to** | **Senior Supported Employment Coach** |
| **Responsible for** | To support the ‘Ready, Willing and Able’ programme by leading the development and engagement of inclusive employers |
| **Salary** | £11,750; part time (£23,500 pro rata) - 1 year fixed term contract |

**Your role**

**SeeAbility specialise in supporting people with  learning disabilities and autism, some of whom may also have sight loss to live ambitious lives and achieve things they never thought possible. Whether that is forming more friendships and relationships, enjoying new experiences and activities or finding employment.** **We encourage people with disabilities to challenge what they expect from life.**

Working for ‘Ready, Willing & Able’, SeeAbility’s supported employment programme, as an integral team member, you will work closely with our Supported Employment Coaches, participants and key stakeholders across the organisation to create and develop relationships with prospective employers..

As Employment Engagement Co-ordinator your role is to drive engagement with employers and increase awareness of employing people with learning disability and autism, some of whom may have sight loss. You will work closely with the Strategic Lead for Programme Development & Regional Operations to identify possible employment partners, including SeeAbility’s existing corporate partners, and work proactively to engage and convert these into partners for the programme.

We are looking for someone who shares our values, embraces the notion of a diverse workforce, and is passionate about their work. That person will share our belief that paid work is positive and possible for everyone and will work to source new opportunities from a wide range of employers from a variety of work sectors.

**Your responsibilities**

To create, develop and implement an employer engagement plan for Ready, Willing and Able based on the business case of employing more people with disabilites

Co-ordinate and expand the Ready, Willing and Able programme through the engagement of employers, creating an inspiring environment where partnerships, collaborations and new ideas can flourish.

* Build relationships with local employers who could offer paid jobs/ work placements that match individual’s employment goals

Work with Jobcentre Plus, local recruitment agencies and local authorities to target upcoming employment opportunities

Take a lead role in managing and expanding RWA social media channels, including the launch of the ‘I’m Ready’ campaign

Create imagery and copy for marketing purposes including press releases, flyers, digital content, events copy, project/event reports, newsletters, bulletins, and electronic communications to raise awareness of inclusive recruitment

* Enabling people with a learning disability to become employment ambassadors, facilitating, and speaking at employer events.

To develop a toolkit and digital guidance for employers to create and open more opportunities and to share good practice

Contribute to the general administration and management of RWA

**Other:**

* Assist in maintaining a safe working environment and follow the requirements of SeeAbility’s Health and Safety Manual (policies and procedures) and any codes of set working practices.
* Carry out other duties commensurate with this post as requested.
* Liaise effectively and efficiently with other departments and SeeAbility locations, undertaking tasks as required to support requests.
* Provide confidentiality at all times, working appropriately with sensitive documentation.

**Your knowledge, experience and skills**

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| **Knowledge & qualifications** | * Strong skills and confidence in using social media and experimenting with new platforms |
| **Experience** | * Experience of working with individuals with learning disabilities, autism and sight loss * Proven ability to engage and communicate at all levels * General knowledge and understanding of the appropriate legislation – Employment Law, Equality Act, Disability Discrimination Act and a basic understanding of the benefits system and Access to Work. * Experience of employer engagement with national and local employers * A thorough understanding of the support needs of vulnerable individuals in relation to gaining employment. * Ability to analyse and relate individual’s needs and match to jobs and overcome barriers. * Experience of managing own time and workload * Experience of meeting targets and deadlines * Experience of proactively developing partnerships with employers and developing positive relationships * Experience of using own initiative and problem solving |
| **Skills** | * Creative, resilient and determined ‘do-er’ who can turn plans into clear action * Strong networker with excellent negotiation and persuasiveness * Able to listen to people and demonstrate an understanding of their career aspirations * Confident in using IT * Ability to turn employer need into a jobseeker opportunity * The ability to work proactively with individuals, families and employers. * Responding to potentially difficult situations. * Be able to manage a diverse caseload. |
| **Special Requirements** | * A willingness to work flexibly to accommodate a varying workload, with the ability to work outside core hours on occasion * Passionate about ensuring people with learning disabilities, autism, and sight loss are able to realise their goals each day with commitment to SeeAbility’s mission and values, with a working style that reflects these. |

**Our values**

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| **We are Brave** | * We believe in being different: We seek new ways of working, thinking and ideas. We want to be extraordinary. |
| **We are Passionate** | * We want to make a difference. We work as a team to improve for the greater good, not only for the people we support but also for our team and SeeAbility as a whole. We are completely committed to each other’s success. |
| **We are Creative** | * We are enablers. We create solutions by thinking and acting differently. We break down barriers. We do not see rules as boxing us in, but as the norms that evolve with us on our way to being the best. |
| **We do what is right** | * We lead by doing the right thing. We are dependable and believe in delivering on commitments and using sound judgement and common sense to determine what is right. |

**Notes**

It is the Charity’s policy to review Job Descriptions on an annual basis to ensure such duties contained herein continue to reflect the requirements of the role. This Job Description will therefore be subject to change and development in line with the needs of the Section/Charity. Any changes will be discussed and agreed with the post holder.

The post holder is expected to be conversant with and work within the aims and objectives of the team and Charity and to adhere to current policies, practices and procedures.