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| **Job Description**  **Supported Employment Coordinator** |

**Salary: £26,500**

**Hours:** 37.5 hours per week

**Place of work:** TBC

**Contract period:** Fixed Term until 31st August 2022 (rolling contract continuing dependent on funding)

**Accountable to:** Employment Service Manager / Supported Employment Team Lead

**Manage:** Employment Service

**Annual leave:** 25, days plus 4 days closure, plus bank holidays, to be taken in half term and college holidays

**The Organisation**

Action on Disability (AoD), founded in 1979, is one of London’s leading Disabled People’s Organisations. As we believe in the Social Model of Disability, our values and principles embrace inclusive and accessible ways of working both internally and in all our activities, seek the participation and contribution of our members, and encourage and respect diversity.

The organisation is a medium sized charity with a Board of Trustees, 24 staff and a strong ad hoc staff and volunteer base including many with direct experience of disability - all of whom are passionate about removing the barriers that disabled people face.

AoD provides five key services. These are: Youth, Employment, Welfare Benefits, Independent Living and Direct Payments.

**AoD’s Employment Service**

The Action on Disability Employment Service is setting the agenda for disability employment across London with great results. We have carved out a role, and reputation, for setting up and delivering supported internships for people with learning disabilities. We provide management, job coaching and employer engagement for over 30 young people with learning disabilities each year across our 3 internship sites.

We are looking for someone who is highly motivated, with a thorough understanding of the social model of disability and high expectations of people with learning disabilities. You will need excellent problem solving, communication and negotiation skills.

**The Post**

The purpose of the job is to provide coaching, support and guidance to young people (16-25) at a host site. You will support interns to learn designated placements and provide the necessary coaching, training and encouragement to enable them to succeed. You will work closely with mentors on the host site to ensure they are supported and can confidently manage and train their intern. You will then work to facilitate the progression of interns into real, paid employment opportunities, supporting interns to contact employers themselves, and carrying out your own employer engagement.

AoD are recruiting for a Supported Employment Coordinator for our well established Internship partnership with West London College at:

* High Street Supported Internship. This is a partnership project between AoD, Royal Borough of Kensington council, external employers and West London College

The placements run for an academic year and conclude in June/July 2022. We aim to progress all of our clients into paid work – either within the host employer or with external employers. The Supported Employment Coordinator will be responsible for supporting the clients on placements as well as finding paid work opportunities.

**Main Duties and Responsibilities**

1. To provide an appropriate level of support and guidance to individual candidates, their families/carers, employers and co-workers prior to, during and subsequent to their placement
2. To carry out a detailed job analysis of potential job placements
3. To carry out detailed job matching of service users and placements
4. To comprehensively learn all placements across different sectors prior to presenting them to the candidate – not restricted to but potentially including - Catering, Service, Administrative, IT and Retail
5. To look for new placement opportunities within host site and share with the team
6. To implement training/coaching plans which will enable the candidates to deliver their placements to employer standards
7. To conduct regular reviews to ensure candidates are progressing within their placements and to identify and meet new support needs
8. To build up natural support within client placements and taper one to one job coaching over time
9. To maintain relationships with local agencies including Jobcentre Plus and other disability and employment support services
10. To maintain up to date knowledge of work related benefits
11. To provide all the necessary follow on support from placement to paid work including supporting the implementation of Access to Work, implementation of reasonable adjustments
12. To identify clients skills, strengths, interests and aspirations to inform an ongoing vocational profile
13. To network within host placement site and outside host placement site to explore, negotiate and create employment opportunities for clients
14. To analyse local labour market to stay up to date with employment opportunities
15. To develop a portfolio of employers within the travel to work area
16. To market your clients directly to a wide network of employers and businesses to maximise chances of labour market entry
17. To support clients with job search activities including occupational decision making, job finding skills and job keeping skills
18. To coach candidates on their rights under employment law and support them to create their own direct approaches to employers
19. To liaise with managers (on placement and paid work) to discuss progress and respond to issues
20. To work in close partnership with the tutor from the partner college to ensure that the priorities of the programme are met

**Person Specification**

**Essential**

1. High expectations for the employment potential of young people with learning disabilities
2. Experience of training, education or employment support delivery for marginalised groups
3. Significant and demonstrable experience of supporting people facing complex barriers to achieve their goals
4. An understanding of the needs of employers and the benefits to business of having a diverse workforce
5. An understanding of the Social Model of Disability and its practical application
6. Ability and willingness to learn and carry out all tasks within each placement, in order to be able to coach to intern
7. Demonstrable experience of success in building strong and positive relationships and rapport with a wide variety of people and organisations
8. Demonstrable problem-solving skills and experience
9. Excellent negotiation skills
10. Demonstrable ability to communicate with a wide range of people
11. Experience of working in a busy office and taking an active part in the day to day tasks including filing and making case notes
12. Excellent IT skills, including Microsoft Word, Excel, Outlook and Powerpoint and the internet and a good level of computer literacy.
13. Being able to travel easily within the boroughs of London relevant to the role
14. Strong presentation skills - both on the telephone and in person
15. To be available for work during some unsocial hours according to the demands of the programme.

**Desirable**

1. Qualification in Advice and Guidance/Supported Employment/Youth Work or Training
2. An understanding of the factors to be considered in supporting people with learning disabilities into employment
3. Experience of working with disabled young people
4. Experience of working in a target-driven environment
5. Demonstrable experience of using a wide network of stake holders to achieve results

**Closing date for applications:**

**Please email** [**info@aod.org.uk**](mailto:info@aod.org.uk) **for an application pack or checkout our website**  [**https://www.aod.org.uk/**](https://www.aod.org.uk/)

Wednesday 22nd September 2021. Interviews will be carried out on a rolling basis between now and the deadline date. Post will be filled once suitable candidates have been identified. Please be advised to apply as soon as possible.

**Applications (marked ‘Private and Confidential’) must be sent to:**

Ellen Barnes ,

Office Administrator,

Action on Disability,

Normand Croft School,

Lillie Road,

London SW6 7SR

**Finally,**

Action on Disability positively welcomes applications from disabled people. Please identify any specific requirements you may have, or wish to bring, to ensure full access at your interview if you are shortlisted.