



EMPLOYMENT SPECIALIST

We are looking to recruit a talented, results-oriented employment advisor to join our dynamic and fast-growing team. Through our work across West and North London, we support people with mental health problems to find and sustain work. We do this through the internationally recognized Individual Placement and Support (IPS) approach and engage 2,000 clients to gain and sustain work. You will need to be comfortable working in a fast-paced results-oriented environment, supporting delivery of key contracts and building productive high quality relationships with our partners.

ON-GOING RECRUITMENT || INTERVIEWS: TBC

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To Apply:

Please email your CV, covering letter and Equality Monitoring Form to: jobs@twiningenterprise.org.uk or send them to: Twining Enterprise, 84 Uxbridge Road, Ealing, London W13 8RA

WHO WE ARE

Twining Enterprise exists to improve mental wellbeing by supporting people in and into work. Everything we do is aimed at helping people with mental health conditions gain access to the benefits work has to offer. Our tailored practical employment support doesn't just help with work related goals, it improves our clients' wellbeing and lives.

We are London's leading mental health employment charity. We provide life-changing support to over 2,000 Londoners with common & severe mental health conditions every year. Our clients regularly tell us that our support has made a significant difference in their lives. We have been accredited in 2015 by the Centre for Mental Health for our Barnet IPS Service.

HOW WE WORK

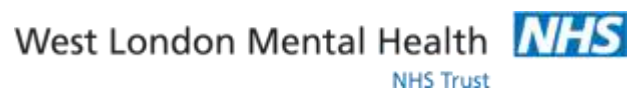
Individual Placement & Support (IPS) is an internationally recognised and evidence-based supported employment intervention. IPS is regarded as the most effective and efficient way of helping people with mental health issues into competitive and sustainable employment.

Twining is a partner of choice within London for mental health employment services. Commissioners find our IPS programmes good value for money and recognise the quality, life changing client interventions by our employment specialists. Our focus in the coming years is to expand our services and ensure that they are delivered to a wider groups of disadvantaged clients.

WHERE WE WORK TODAY

- Barnet
- Brent
- Ealing
- Hammersmith & Fulham
- Haringey
- Harrow
- Hillingdon
- Hounslow

WHO WE WORK WITH



Job Title:	Employment Specialist	Salary:	£25,000 - £27,000 p.a.
Responsible to:	IPS Team Leader	Hours:	36 hours per week

Job Purpose:

As part of our team, you will provide a range of services and practical support that enable people with common mental health problems to gain and maintain paid employment. Working as an integral member of local primary care Mental Health teams, you will deliver a service following the Individual Placement & Support (IPS) model, with strong outreach into other local services in particular Job Centre Plus as well as GPs and Local Authority services. At Twining Enterprise, we offer training and development opportunities in order to help you progress within the organization as we grow.

Responsibilities:

1. Work with referral partners to engage people with common mental health problems and establish trusting, collaborative relationships.
2. Assess clients' employment support needs; implementing and adjusting employment plans as necessary to support achievement of each client's desired outcomes.
3. Develop and deliver a range of practical services to meet clients' needs including career guidance, job searching, CV preparation, interview skills, individual coping techniques or work coaching as well as wider confidence building support.
4. Understand the complex issues a client may face, recognize holistic support needs and - in conjunction with clinical staff - signpost accordingly.
5. Facilitate access to expert financial advice on welfare benefits and 'access to work' resources.
6. Provide a job brokerage service to support clients to secure employment. Develop relationships with employers for client job placements and provide mentoring for job development.
7. Provide ongoing in-work support to employed clients to ensure sustainment of their job.
8. Promote service to primary care mental health teams to champion employment and facilitate a culture where employment forms part of recovery. Regularly attend clinical team meetings to provide client updates, advice & information on employment and IPS.
9. Collaborate with community partners to raise awareness of employment and mental health issues and promote access to the service.
10. Source and maintain up to date information on employment, labour market opportunities and local services, sharing with team members to inform client service.
11. Maintain accurate and up to date records of activity and outcomes in line with service requirements.
12. Effectively manage a caseload of clients; monitoring, reviewing and reporting activity and outcomes in line with service targets and IPS fidelity.
13. Contribute to the development of a service that is locally responsive and supports minority/disadvantaged communities.
14. Receive regular supervision and training to meet individual, team and organizational needs.
15. Comply with, and actively promote, all Twining policies and procedures including Equality & Diversity, Safeguarding and Data Protection.
16. Perform any general duties as may be reasonably required.

Attitudes

- Positive, persistent and resilient
- Passionate about our work to support people with mental health problems back into employment
- Empathetic and person centred
- Confident working as part of a team and to make a positive contribution as well as ability to work independently and to organize and manage your work effectively
- Commitment to equal opportunities and diversity
- Open to feedback and actively addresses self-development needs
- Comfortable working with outcome targets

Skills, Ability & Knowledge

- Understanding of the support needs of people with common mental health problems in returning to/retaining mainstream employment
- Strong needs assessment and action planning skills
- Excellent interpersonal & communication skills (face to face, by telephone and in writing)
- Confident and professional in engaging with and presenting to a range of stakeholders including employers, teams of health professionals and community groups
- Good organisational and prioritisation skills
- Good administration such as record keeping and IT skills (Microsoft Office packages)
- Good problem-solving skills
- Ability to travel throughout the local and wider London area
- Willing to work flexibly in response to client need, including occasional out-of-hours

Desirable Experience & Knowledge

- 1 years' experience of delivering Information, Advice and Guidance (IAG) or similar relevant work
- Experience of delivering advice and support services to both groups and individuals
- Experience of supporting people with mental health needs into employment
- Experience of working effectively with clinical teams and/or Job Centre Plus
- Knowledge and understanding of the Individual Placement and Support (IPS) Model
- Working knowledge of employment law and the Equality Act 2010
- Knowledge of and commitment to relevant policies, procedures and standards e.g. Health & Safety, Confidentiality (Data Protection), Equality & Diversity and Sustainable Development
- Lived experience of mental health problems

YOUR CHANCE TO MAKE A DIFFERENCE

We are looking for positive and empathetic people interested in joining our team to help us make a difference to the lives of Londoners with mental health conditions. If this sounds like what you are looking for, we can offer:

CAREER DEVELOPMENT

Career progression - Our staff can benefit from the great relationships we have with public, private and voluntary sector partners, with opportunities to access mentoring.

Learning and development - We invest heavily in your learning and development. Staff training is delivered in support of organisational, team and individual learning needs identified and reviewed in appraisals is an individual training budget for each staff member.

A Dynamic learning environment. An exciting fast-growing working environment and an opportunity to work closely with corporate specialists from the Social Business Trust to nurture talent and development.

WELLBEING AND WORK/LIFE BALANCE

Wellness Action Plans - As a mental health charity we are committed to supporting our staff's wellbeing and work/life balance. We have wellness action plans for all of our staff and work wherever we can to accommodate individual working needs.

Employee assistance programme - We provide a free, independent and confidential support service through our employee assistance programme. Support is available 24 hours a day and includes advice on debt and financial management, legal and tax advice, family care, everyday matters, counselling and emotional support.

Annual leave - We offer a generous 27 days annual leave rising to a maximum of 30 days after five years service as well as eight days public holiday.

Flexible working - As an organisation with staff based across London in a wide variety of settings we fully support a range of flexible / remote working options. These include part-time working, job sharing and condensed hours as well as regional and home working.

FINANCIAL BENEFITS

Competitive pay Twining regularly compares our pay rates to the rest of the voluntary sector and our NHS partners in support of our commitment to being in the top 30% of voluntary sector payers.

Pension A contribution matched pension.

Cycle to work/bike loan You can benefit from a tax-free Cycle to Work scheme which means you can get a bike for use mainly for travel to and from work.



Twining's vision is of a world where all people with mental health problems:

- Enjoy access to the same life and work opportunities as everyone else
- Can access support in times of difficulty with minimal disruption to their working lives
- Enjoy the benefits that work provides
- Are fully accepted members of their community

WHY WE DO WHAT WE DO



For individuals

Improved mental wellbeing through:

- Long-term, sustained employment
- Increased resilience and self-responsibility
- Sense of purpose and self-empowerment
- Increase in positive conversations about mental health in organisations
- Improved social and family relationships

For society

Reduced spend on benefits and public health services.

For employers

Improved staff wellbeing as positive conversations about mental health become part of the culture.



At Twining we are committed to living our values and ensuring that we embed them throughout our work. These values drive our treatment of our staff, clients, partners and stakeholders. We put people's mental wellbeing first, empower them by giving them means to succeed and challenge stigma. We focus on recruiting people who believe in building strong relationships, encourage fairness and speak up when something isn't right.



People first



Seek solutions



Empower others



Act with integrity



Fairness at work



Connect and collaborate

OUR PEOPLE

MESSAGE FROM OUR CEO

At Twining, we pride ourselves on being able to offer staff a unique opportunity to grow and develop as people and through their careers through the challenging work we deliver, the exciting phase of growth we are going through and the possibilities for taking on responsibility available in a small organisation. Joining Twining at this time will mean having the opportunity to engage in all these aspects in service of fulfilling your potential as well as to work with a committed and passionate staff group shaping the future of London's "go to"

organisation for mental health and employment and the way in which people with mental health problems find wellbeing through work.



OUR HEAD OF SERVICE

Lesley is an integral part of our leadership team & drives the client services team of 30 people. She ensures the team receive the support they need to deliver a high quality service. She builds strong relationships with our stakeholders & funders. Lesley's aim is to ensure we deliver a high quality service to provide the greatest benefit to our clients.

OUR TEAM LEADER

Anita has been working with Twining for over 10 years and has been a successful employment advisor helping many clients succeed in achieving . She now manages a team of 8 Specialists across Ealing, Hounslow and Hammersmith & Fulham. She finds working for London's leading mental health both empowering and fulfilling.



Twining is committed to equality of opportunity in employment and service provision, and opposes all forms of unlawful or unfair discrimination on any grounds, in particular those of disability, race, religion or belief, nationality, ethnic or national origin, age, sex, marital status or sexual orientation.

Twining actively demonstrates this commitment by adopting policies, codes of practice and actions to combat unfair discrimination. Every reasonable step will be taken to ensure that individuals are treated fairly in all aspects of employment/service at Twining, removing any identified practices which unfairly discriminate.

Twining recognises its responsibilities under the following equalities legislation and related Codes of Practice:

- The Equal Pay Act 1970
- Rehabilitation of Offenders Act 1974
- The Sex Discrimination Act 1975 (updated 1986)
- The Race Relations Act 1976 and (Amendment) Regulations 2003 and
- The Race Relations (Amendment) Act 2000
- The Disability Discrimination Act 1995 and Amendments
- The Human Rights Act 1998
- Employment Equality (Religion or Belief) Regulations 2003, (Sexual Orientation) Regulations 2003 and (Age) Regulations 2006
- European Regulations and Directives

Employees/beneficiaries have a duty to co-operate with Twining to ensure that this policy is effective in ensuring equality of opportunity and in preventing discrimination, and should draw the attention of their line manager/supervisor to suspected discriminatory acts or practices or harassment.

Implementation

1. Recruitment and Employment

Equality of opportunity is embedded in employment practices with procedures designed to recruit/retain the best person for the job by:

- a. Producing a clear job description and person specification
- b. Drawing applicants on an open and equitable basis
- c. Ensuring selection procedures focus on the person specification
- d. Ensuring interviewers are adequately trained
- e. Equality of pay, other terms & conditions of employment including application of employment policies
- f. Decisions on promotion based on objective job related criteria
- g. Development opportunities planned around individual needs and work objectives

2. Service Provision

Equality of opportunity is also embedded within service provision with:

- a. Equality-based needs addressed within beneficiary needs' assessment and service planning
- b. Equality in the application of Twining's service and policies
- c. Reporting to relevant stakeholders/funding agencies on service and outcomes in relation to equality

3. Common

- a. Twining policy and issues of equality are actively promoted to staff and beneficiaries
- b. Issues of harassment, discrimination and bullying will be addressed under the organisation's bullying and harassment, complaints, whistle-blowing, grievance, and discipline procedures as appropriate. Acts of retaliation against those who lodge complaints or provide information about acts of discrimination or harassment will be treated as potential gross misconduct.
- c. Procedures exist to actively seek the views of staff and service users
- d. Provision will be made for people of different faiths i.e. variety of food, space for prayer and consideration of flexible working around time off for religious observances
- e. Twining management will monitor and report performance to Trustees and any relevant stakeholders