



EMPLOYMENT SPECIALISTS X 4

We support people across North & West London with mental health problems to find and sustain work, using the internationally recognized Individual Placement and Support (IPS) approach.

We are now looking to recruit four positive, professional and self-motivated Employment Specialists to join our dynamic and high performing team, one in Haringey and three in Barnet. You will need to be comfortable working in a results-oriented environment, supporting delivery of key contracts and building productive high-quality relationships with our partners.

In return we offer flexible working, career development opportunities and competitive financial rewards. We are also strongly committed to equality of opportunity in employment and oppose all forms of unlawful or unfair discrimination.

APPLICATION DEADLINE: Tuesday 31st May at 5pm

INTERVIEWS: Interviews will commence as soon as applications are received from suitable candidates.

To Apply:

Please email jobs@twiningenterprise.org.uk with a tailored copy of your CV and covering letter detailing how you meet the Essential Knowledge, Skills & Abilities section of the Person Specification. Please make sure you also complete and send our Twining Equalities Monitoring Form which can be found on our website (see link below).

For any questions contact Bridget Doherty, Service Director on 07961 725610 or visit our website <https://www.twiningenterprise.org.uk/about-us/work-for-us>

JOB PURPOSE & PERSON SPECIFICATION

Job Title: Employment Specialist x 4

Salary: £25-£27K DOE

Responsible to: Service Director

Location: Haringey and Barnet (flexibility possible)

Contract Fixed – term 1 year to 31st March 2023, with possibility of extension

Hours: 36 hours per week

Job Purpose:

Through this role, you will provide a range of services and support to enable people with severe and enduring mental health problems to gain and maintain paid employment.

Working in partnership with Barnet, Enfield, and Haringey NHS Mental Health Trust as an integral team member you will deliver a service following the Individual Placement and Support (IPS) model to a caseload of clients.

You will be based in Haringey or Barnet secondary care and will work with clients on a one-to-one basis, supporting them with the confidence and practical tools to secure and maintain employment. As an Employment Specialist, you may be responsible for meeting set KPIs and targets according to the requirements of the contract in helping unemployed people to meet and maintain employment.

The contract is fast paced, with the need to support clients in rapid and effective job search, in line with the contract requirements. Therefore, you will also need to ensure delivery meets all contractual obligations with regards to compliance.

PERSON SPECIFICATION

Essential Knowledge, Skills and Abilities that we will shortlist on:

- Understanding and experience of the support needs of people with severe and enduring mental health problems in returning to/retaining mainstream employment.
- Experience of providing effective management, coaching and support to colleagues to promote development and performance improvements.
- Experience of working effectively in a target-driven environment.
- Strong needs assessment and action planning, organizational and prioritization skills; competent in accurate record keeping, administration & the main Microsoft Office packages.
- Excellent interpersonal & communication skills (face to face, by telephone and in writing).
- Confident presenting to employers, teams of health professionals and other stakeholders.

Desirable Knowledge, Skills, Abilities and Experience

- Ability to work independently and as a member of a team.
- Good problem-solving skills.
- Ability to travel throughout Haringey and/or Barnet and the wider London area.
- Willing to work flexibly in response client's needs, including occasional out-of-office hours.
- Experience of working effectively with clinical teams.
- Knowledge of and commitment to relevant policies, procedures, and standards e.g. Health & Safety, Confidentiality (Data Protection), Equality & Diversity and Sustainable Development, Equality Act 2010.

ADDITIONAL BACKGROUND READING

The following sections provide some additional background reading about the role and Twining Enterprise, should you like to learn more before applying or coming for interview:

APPENDIX 1 - JOB DESCRIPTION

APPENDIX 2 - WHY WORK WITH US?

APPENDIX 3 - EQUALITY AND DIVERSITY POLICY

APPENDIX 1 - JOB DESCRIPTION

Responsibilities and Duties

1. Support the project in ensuring effective delivery of contract requirements.
2. Engage with a caseload of clients with complex mental health problems and establish trusting, collaborative relationships to support them into employment in line with contract targets and IPS fidelity.
3. Assess clients' employment support needs; implementing and adjusting employment plans as necessary to support each client's desired outcomes.
4. 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.
5. Understand the complex issues a client may face, recognise holistic support needs and in conjunction with clinical staff signpost accordingly.
6. Facilitate access to expert financial advice on welfare benefits and 'access to work' resources.
7. Provide ongoing support to employed clients to support them to stay and progress in work.
8. Promotion of service to secondary mental health care teams to champion employment and facilitate a culture shift. Regularly attend clinical team meetings to provide advice and 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. Maintain accurate and up to date records of activity and outcomes in line with service requirements, ensuring the CRM Database is up to date and paperwork compliant.
11. Receive regular supervision and training to meet individual, team and organization's needs.

Responsibilities and Duties contd.

12. Support with an oversight of employer engagement activity across the team including sourcing and maintaining up to date information on employment, labour market issues and local services, supporting team members to carry out employer engagement and direct engagement with prospective employers to build networks and facilitate employment opportunities.
13. Contribute to the development of a service that is locally responsive and supports minority/disadvantaged communities.
14. Comply with and actively promote all Twining policies and procedures including Equality and Diversity, safeguarding and data protection.

APPENDIX 2 - WHY WORK WITH US?

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 - Many staff have progressed within Twining from their original roles and we take every effort to support your ambitions.

Learning and development - We support your learning and development. Staff training is delivered in support of organisational, team and individual learning needs identified and reviewed in appraisals.

WELLBEING AND WORK/LIFE BALANCE

Flexible working - As an organisation with staff based across London in a wide variety of settings we fully support a range of flexible options in line with the needs of the charity.

Wellness Support - As a mental health charity we are committed to supporting our staff's wellbeing and work/life balance. We have a range of initiatives 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.

FINANCIAL BENEFITS

Competitive pay - Twining regularly compares our pay rates to ensure we are aligned and competitive with similar organisations.

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.

Perkbox - All staff have access to a wide-range of lifestyle benefits and discounts through Perkbox.



APPENDIX 3 - EQUALITY & DIVERSITY POLICY

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