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| **Job Title** | Employment Specialist |
| **Function** | Operations |
| **Department/Team** | Prospect House |
| **Reports to** | Employment Service Manager |
| **Direct Reports** | 0 |
| **Dimensions (budget, people span of control)** | Not Applicable |
| **DBS Check Level Required** | Enhanced Adult |
| **Grade/Job Evaluation Level** | C100 |
| **Salary Banding** | £26,282 - £27,647 inclusive of £350 Location allowance per annum |
| **Created/Reviewed date** | July 2025 |

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| **You will be working for**  (Description of Waythrough and specifics of Service/Function/Office) |
| Waythrough launched in October 2024 following the merger of Humankind and Richmond Fellowship (RF). Aquarius supports people in the Midlands affected by substance use or gambling. It was a subsidiary of Richmond Fellowship and is now a subsidiary of Waythrough.  We are specialists in mental health, alcohol, drugs and related areas. We provide high quality, evidence-based services, which are designed around the needs of the people we support. Our vision is to break down the barriers that stop people getting the support they need to live a life they value.  Our values underpin everything we do – from how we work together through to how we design and deliver services. All our work to fulfil this vision is strengthened by our values.   * **Kindness:**be generous, caring and compassionate. * **Courage:**be bold, trust, commit. * **Respect:**everyone deserves dignity.   **Description of Service**  The Employment Service in Buckinghamshire Talking Therapies provides support for people experiencing anxiety, depression or other common mental health issues and who are in need of support related to employment. |

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| **Purpose of the Role** |
| * To focus on motivating, supporting and providing person-centred advice and guidance to enable Bucks Talking Therapies’ clients to move into suitable and sustainable work or to retain their current employment. * To maintain positive and integrated working relationships with NHS clinical teams, fostering a holistic approach to recovery through employment. |

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| **Key Accountabilities**  (List of accountabilities specific to this role) |
| * Work with clients to set action plans to support individuals with their employment goals by understanding what they would like to happen, what they need to know, the support that is available and how changes can be made. |
| * Offer advice and guidance to help clients understand how they can find alternative employment including job searching, identifying transferable skills, CVs, cover letters and interview techniques. |
| * Support clients who are off sick to establish a back to work plan, if appropriate. |
| * Provide advice and guidance to clients experiencing work-related issues, such as workload issues, problems with line managers/colleagues, disciplinaries, grievances, bullying and harassment, and reasonable adjustments. |
| * Facilitate group workshops to support clients to develop knowledge and practical skills in relation to employment. |
| * Adept at finding both logical and creative solutions to barriers, whilst empowering others to begin the process of finding their own solutions. |
| **Administration** |
| * The ability to manage a caseload of clients and effective diary management, ensuring you are providing a high quality of service whilst achieving to weekly and monthly targets. |
| * Strong administrative and organisational skills to complete high-quality client case notes within required timeframes. |

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| **General Accountabilities**  (List of accountabilities applicable to all roles) |
| * General Accountabilities |
| * By exception, to work flexible hours as required on behalf of clients. |
| * To work within Waythrough’s policies and procedures. |
| * Ensure that Waythrough’s Health & Safety provision is always adhered to, including appropriate use of lone-working system. |

**Person Specification**

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| **Qualifications** | **Essential or Desirable** |
| * QCF in Advice & Guidance (Level 3) * Higher Education Qualifications – A-level/equivalent or above | Desirable |

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| **Skills Knowledge and Aptitudes** | **Essential or Desirable** |
| * Ability to show initiative in developing and promoting the service | Essential |
| * Good interpersonal skills | Essential |
| * Good motivational, communication and listening skills | Essential |
| * Presentation skills | Essential |
| * Good organisational ability | Essential |
| * Experience of running/facilitating small groups | Desirable |
| * Experiencing of networking/liaising with employers | Essential |
| **Personal Skills** |  |
| * Empathy with the needs of those who might be disadvantage in society | Essential |
| * Ability to travel in the local area with own transport. | Essential |
| * Ability to occasionally work outside of office hours. | Essential |
| * Outcome, solution, and task focused | Essential |
| * Ability to motivate and engage | Essential |
| * Good interpersonal skills | Essential |
| * Able to engage, motivate and inspire | Essential |

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| **Experience** | **Essential or Desirable** |
| * Experience of working to integrate disadvantaged or disabled people into the labour market. | Essential |
| * Experience of working in business/industry and/or education. | Desirable |
| * Experience and competence in computer record keeping/database - self-sufficient in admin and use of technology. | Essential |
| * Experience / Understanding of working with people with either a paid or unpaid capacity | Desirable |
| * Experience/ good understanding of Employability models and/or IPS Fidelity | Desirable |