

Employment Specialist - Connect to Work

Salary: Band 7 £32,061 - £36,363 p.a.

Hours: Full time - 37 hours per week

Contract: Fixed term contract for 2 years.

Locations: Portsmouth Civic Offices & community-based outreach locations.

DBS Disclosure at basic level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

The Service

Portsmouth City Council's Employment, Learning and Skills delivers a wide range of DWP, ESFA and ESF funded programmes. The programmes we work on provide support to residents within local communities; many of whom are either long term unemployed, have a disability or health condition, including mental health issues, or are disadvantaged with barriers as to why gaining sustained employment is proving to be a challenge. Services include relevant interventions for young people and other excluded or vulnerable groups to provide local communities with an inclusive workforce.

As a service we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference to individuals and businesses. Our values follow Portsmouth City Council's 5 Corporate responsibilities.

Your New Role

Working within Portsmouth City Council's Connect to Work Employment Programme, the role will include managing a caseload of eligible Participants to assist them in securing sustainable paid employment in line with their preferences; also supporting eligible Participants with job retention. You will deliver a high-fidelity approach (for which training will be given); providing person centred advice and guidance to Participants, whilst building positive relationships with local employers, to enable Participants to move into suitable employment.

You will support the team to generate referrals to Programme and engage with the local community to support eligible residents with employment support and job retention services. Connect to Work is a 'work first' intervention designed to support people into sustained employment.

Flexibility and use of transport essential.

Who is the person?

You will have;

- Strong employer engagement skills to support essential job search activity; the ability to develop positive employer relationships maximising employment opportunities. Conduct employer engagement to negotiate job opportunities that meet each individual's strengths, needs, abilities and preferences.
- The ability to manage and support a caseload of clients; complete vocational assessments and action plans via regular meetings with clients, to monitor and review progress, pre and post-employment.
- Provide job retention support for Participants at risk of losing their job.
- Maintain an equality & diversity approach at all times, with the ability to work in a systematic manner, prioritise and organise workload and work to deadlines.
- Strong IT skills – be able to use customer databases as well as being proficient in Microsoft Excel and Word and online communication platforms (including Teams).
- The ability to work on own initiative and within a team, flexibility to cope with the varying demands of the role and be driven to succeed and set high personal standards so that targets are met.

Desirable

- Relevant experience in an employment/recruitment/training role
- Relevant qualifications or the willingness to work towards including:
 - IAG level 4 or 6
 - Employment Support qualifications
 - Coaching or mentoring qualifications

Special Conditions

- Driving Licence and use of a car for business travel is desirable - this is because you will be regularly visiting employers, to carry out employment engagement, in work support and on occasion to accompany Participants to interviews.
- Due to the diversity of our customer base, the need for regular one to one meetings and the flexibility required in delivering our contracts a basic DBS Check will be required.

Additional Information

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

This role is eligible for a DBS check and the DBS have published a privacy notice to ensure individuals are fully informed of the use of their personal data; their rights and that Portsmouth City Council are meeting the necessary requirements when submitting DBS checks. It is important that you read and understand this privacy policy before any application is submitted to the DBS.

Visit the Gov website to read the full policy.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.