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JOB DESCRIPTION FOR THE POST OF EMPLOYMENT CONSULTANT

(This role is part funded by The Big Lottery & ESF)

Main purpose of the Job:

To secure paid employment for disabled/disadvantaged people within agreed timescales through a process of profiling, job matching, marketing, training and monitoring.

Key Areas of responsibility

1. Caseload

- Plan and prioritise personal targets and activities towards achieving agreed business aims and managing personal time and productivity.
- Match individuals to suitable placements accordingly to an established process of personal profiling.
- Liaise with other agencies that may be able to provide additional support.
- Work in partnership with Parents & Carers

2. Employer Work

- Identify through a variety of Sales & Marketing skills suitable employment opportunities by way of face to face meetings with employers
- Provide solutions to overcome barriers and identify a path towards practical action and outcomes
- Cold calling employers in order to secure face meetings
- Identify suitable employers through impromptu "drop in visits"

3. Training

- Provide suitable on the job training by using systematic training methods to maximise client independence.
- Commitment to personal development.

4. Administration

- To record and maintain accurate relevant written documentation i.e. diary, timesheets, work logs, individual and Employer records, this will be done either manually or on computer.
- Confidentially, to be maintained at all times.
- To ensure appropriate paperwork/correspondence is completed accurately and to deadlines.
- To comply with paperwork required by external funding streams.

5. Teamwork

- Attend and participate in any meetings and training events, which develop the service or improve team/individual performance.
- Offer support and advice to colleagues.

6. Policies

- Understand and adhere to all policies and procedures identified at Balance CIC.
- Such other duties as required by the Line Manager.



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PERSON SPECIFICATION FOR THE POST OF EMPLOYMENT CONSULTANT

ESSENTIAL CRITERIA

- Experience of working with disadvantaged people
- An understanding of the value of ordinary life principles for everyone
- Ability to assess and plan with Service Users
- Experience of and a successful track record of selling business to business preferably to employers to secure paid employment opportunities for service users
- Excellent verbal, written and interpersonal communication skills
- Ability to complete administration tasks
- A knowledge of current market trends in community care and supported employment
- Ability to plan and prioritise work for self and others
- Experience of motivating other people
- Self-motivated and enthusiastic and able to work on own initiative
- An effective team worker
- Ability to work remotely
- Able to use I.T. as part of day to day operations
- Ability to work to stretching targets
- Ability to cope with a pressured working environment
- A professional appearance and presentation
- Awareness of and commitment to anti-discriminatory practice
- A willingness to raise any concerns with management regarding discrimination on the grounds of age, race, sexuality, religion or belief, gender or disabilities
- A willingness to raise any concerns with regard to abuse or Mistreatment
- Positive commitment to further training and self development
- Able to be flexible in terms of working hours
- To have a good health and attendance record and to meet Balance CIC's standard of attendance
- Implement safe guarding best practice across all areas of the business and show commitment to safe guarding Young People

and Vulnerable Adults.

- Comply with the Health & Safety at Work Act and take care of your own health and safety and that of colleagues, service users and the public.
- Specific responsibilities are at all times to:- work safely, adhere to safety procedures and instructions, report to management all accidents, near misses and hazardous situations and wear protective clothing/use appropriate safety devices where these are provided at work.

DESIRABLE CRITERIA

- Experience of working with people who have a disability
- Experience of working in a multi-disciplinary setting
- Training and Development or Social Work or other relevant Professional qualification
- Sales and Marketing experience or training