



Pathways to Employment Specialist

Job Title:	Pathways to Employment Specialist
Location:	The Cellar Trust, Farfield Road, Shipley, BD18 4QP
Responsible to:	Pathways to Employment Service Lead
Hours of work:	Part time - 30 hours per week
Salary:	£20,035 FTE per annum, pro rata (actual salary £16,028 per annum)
Contract:	Permanent
Holiday allowance:	25 days per year plus bank holidays, pro-rata
Informal enquiries:	Michelle Rhodes (Head of Service: Community) on 01274 586 474 or michelle.rhodes@thecellartrust.org
Applications to:	Recruitment@thecellartrust.org
Closing Date:	Tuesday 09 November 2021
Interview Date:	Monday 15 November 2021

General

We are a local mental health charity based in Shipley and have been supporting people from Bradford, Airedale, Wharfedale and Craven for over 30 years. We deliver lots of brilliant services, to give people a helping hand with their mental health, but whatever your role is within the organisation you will have the chance to make your mark and see the impact of the work you are doing.

We are committed to offering flexible working options to our staff where we can and have a range of possibilities that can be considered, if appropriate to the role. This may include options such as flexitime, hybrid working (a mixture of home and office based) and compressed hours.

The Cellar Trust is an equal opportunities employer and applications are welcome from all sections of the community, particularly BAME and LGBTQ communities who are under-represented within the organisation. We are a Disability Confident employer and offer a guaranteed interview to candidates with a disability who meet all the essential criteria in the person specification. If you would like to request a guaranteed interview because of a disability, or you would require any reasonable adjustments at the interview stage of the recruitment process, please specify this in your application.

How to apply

To apply for this post please submit your CV with a covering letter stating how you meet the person specification to recruitment@thecellartrust.org. If you would like a copy of any of the recruitment documents in another format, such as a paper copy, please email recruitment@thecellartrust.org. Only candidates invited to interview will be informed and due to the volume of applications received we may only be able to give feedback to people who are unsuccessful at interview stage.

The successful candidate will be required to undertake an enhanced Disclosure and Barring Service (DBS) check.

Job Purpose

We believe that peer support can make a big difference therefore we are looking for someone with their own experiences of recovery from mental health problems, who can use those experiences to support others. You will also have experience of working with people to build confidence and skills. Experience of working in mental health is not essential, as training will be provided, but you must be passionate about mental health.

This is a community-based role so you will need to be comfortable with travel and independent working, as well as working as part of a great team. A positive and proactive approach is essential, as well as the ability to be highly organised.

Accountability

- Responsible to the Pathways to Employment Service Lead.
- No direct managerial responsibilities.

Key duties and responsibilities

With support from the Senior Pre-Employment Specialist:

Pre-employment support

- To deliver high quality pre-employment related support including, but not limited to, initial action planning and goal setting, and helping to understand and overcome barriers to employment.
- To work in a recovery-focused and person-centred way, which builds confidence and helps people to move forward.
- To use own lived experience of recovery from mental health problems, as appropriate, to inspire and support others.
- To contribute to team meetings, discussions and activities.

Employment support

- To deliver high quality, employment-related support including job search, C.V. building, interview preparation, confidence building and the development of employability skills.
- To work with clients and employers to set up and manage supportive placement and work experience opportunities.

Work retention

- To support clients who are absent from work due to their mental health.
- To liaise with employers, helping their staff to retain their employment.
- To negotiate reasonable adjustments with clients and employers for job retention.
- To inform organisations of wellbeing and mental health requirements.

General

- To work independently across the community, including regular travel across Bradford, Airedale, Wharfedale and Craven.
- Act as an ambassador for The Cellar Trust, in line with our values, liaising with professionals and organisations across the district including referrers, partners and employers.
- To ensure that notes and data is recorded in an accurate and timely manner, and all associated paperwork is kept up to date.
- To work closely with other health and social care professionals including statutory and voluntary agencies to ensure that support is joined up and high quality.
- To plan workload, manage own time in order to meet agreed delivery targets.
- To maintain a professional relationship with the clients of the programme and with other staff, paying particular attention to confidentiality and the maintenance of boundaries.
- To engage in the supervision, training and personal development activities consistent with the requirements of the post, and take a proactive approach to continued personal and professional development.
- Work flexibly, as required. This might require some working out of 'normal' hours, however, we do operate a time off in lieu policy.

- Any other duties commensurate to the post (to be decided by your line manager), including being prepared to take a flexible, team-based approach to delivery.

Person specification

All aspects of the person specification will be assessed through the application form with additional questions at interview stage. Please ensure that all of the essential criteria are addressed in your personal statement with examples/evidence for each aspect of the role.

Criteria	Essential	Desirable
QUALIFICATIONS	GCSE English and Maths Grade 4 or above, or equivalent experience.	Degree.
SKILLS AND EXPERIENCE	Experience of working with people to help them build confidence and skills and to move forward.	Experience of working in mental health.
	Excellent interpersonal and written communications skills.	Experience of working with people who have been involved in the criminal justice system; who have concurrent substance misuse problems; with a concurrent physical disability and/or learning difficulty with autism.
	Experience of working with people to help them move into employment and gain knowledge and skills along the way.	Experience of C.V building, liaising with employers, job searches etc.
	Ability to build positive working relationships outside of immediate team.	Experience delivering group work and/or training.
	Experience of using databases to input data.	Experience of writing client notes.
		Additional language skills.
Experience of working to performance targets.		
KNOWLEDGE	Understanding of the importance of client confidentiality.	
	Understanding of safeguarding and the implications when working with this client group.	
	Understanding of the principles of recovery.	
	Understanding of the barriers to work for people recovering from mental health problems.	
	Understanding of the potential role of peer support in mental health services, and how it can support recovery and wellbeing.	
PERSONAL ATTRIBUTES	Commitment to working in line with and championing The Cellar Trust values.	
	Strong commitment to supporting others to build independence, confidence, and skills.	

	Patient, non-judgmental, respectful and compassionate.	
	Comfortable working in a changing and developing service and committed to continuous improvement.	
	Comfortable working under pressure and ability to prioritise work, and multi-task.	
	Strong commitment to working collaboratively as part of a team, including being prepared to work collectively on organisational tasks outside of immediate job description.	
	Proactive approach to continued personal and professional development.	
	Self-motivated and proactive in seeking out ways to resolves problems/challenges.	
	Ability to reflect on personal experiences of mental health problems, and comfortable with sharing personal experiences in the context of a work role.	
	Ability to maintain a healthy work/ life balance and evidence of commitment to looking after own health and mental wellbeing.	
OTHER	Ability to work occasional evenings and weekends to attend or support key events.	