

Youth Employment Specialist



Location:	The Cellar Trust, Farfield Road, Shipley BD18 4QP
Salary:	£21,635 - £23,635 FTE per annum pro rata
Hours of work:	Full time (37.5 hours per week). Flexible working options considered.
Contract:	Fixed term (18 months)
Holiday:	25 days per year plus 8 bank holidays
Responsible to:	Pathways to Employment Lead (Jodie Denning)
Informal enquiries:	Jodie Denning (Pathways to Employment Lead): jodie.denning@thecellartrust.org / 01274 586474
Closing date:	4pm Wednesday 22 December 2021
Interview date:	Friday 14 January 2022

Working for the Cellar Trust isn't about having a job - its about changing and saving lives. We are a mental health charity that supports people across Bradford, Airedale, Wharfedale and Craven, delivering brilliant services to give people a helping hand with their mental health. Whatever your role is you will have the chance to make your mark and see the impact of your work.

The Role

We are looking for someone with lived experience of mental health difficulties to deliver employment support to clients within our Pathways to Employment service. You will work across the district in a variety of community settings, specifically with clients who are transitioning from child to adult services. This is a 'peer support' role where the successful candidate will be trained to use their lived experience to support others.

Who you are

You have had lived experience of mental health problems as a young person and may have also used children and young people's mental health services. You will be able to draw on your lived experience to provide peer support to young adults transitioning from children to adult's services. You will have experience of working with people to build confidence and skills and be able to work sensitively with staff, volunteers and clients. You are passionate about mental health and making a difference. Experience of working in mental health is not essential, as training will be provided.

What you will do

- Deliver pre-employment and employment support for clients transitioning from children to adults' services including: initial action planning and goal setting; helping clients understand and overcome barriers to employment; help with job searches, CV writing and interview skills; confidence building and the development of employability skills.
- Work with clients and employers to set up and manage supportive work experience opportunities.
- Deliver self-development workshops and facilitate peer support groups for clients.
- Liaise with children and young people's services and other key professionals to ensure the delivery of quality joined-up support.
- Work in a recovery-focused and person-centred way, building confidence and helping clients move forward.
- Use your own lived experience of recovery from mental health problems, as appropriate, to inspire and support others.
- Ensure that client records are kept updated in an accurate and timely manner.
- Maintain a professional relationship with clients and staff, paying particular attention to confidentiality and the maintenance of boundaries.
- Engage in all required supervision, training and personal development activities and demonstrate commitment to continued personal and professional development.
- Work independently across the community, including regular travel across Bradford, Airedale, Wharfedale and Craven.
- Undertake a range mandatory and role specific training including safeguarding, data protection, health and safety and mental health awareness training.
- Work in accordance with all Cellar Trust policies and procedures.
- Perform any other duties relevant to the post (to be decided by your line manager), including taking a flexible, team-based approach to delivery.

What you will get

- The chance to work for a dynamic, friendly and supportive charity.
- Opportunities to develop your skills and experience in peer support and employment support within a mental health setting, in a rewarding and fulfilling environment.
- Training and development opportunities.
- Access to our free employee assistance programme, including a free 24hr advice helpline and counselling support when needed.
- The option for flexible working if suited to the role – have a chat with us about your circumstances and we will see if we can accommodate your requests.

Person specification

All aspects of the person specification will be assessed through the application process with additional questions at interview stage. Please ensure that you address all of the criteria in your application.

Criteria	Essential	Desirable
Qualifications	Good general education to at least GCSE level 4 or equivalent.	Educated to degree level or equivalent
Experience	Experience of working with young adults to help them build confidence and skills and to move forward.	Experience of working with young adults.
	Experience of working with people to help them move into employment and gain knowledge and skills along the way	Experience of CV building, liaising with employers, job searches etc.
	Lived experience of mental health difficulties as a young person.	Experience of delivering group work or training.
		Experience of writing client notes.
		Experience of working to performance targets.
Experience of working in mental health.		
Experience of working in the voluntary sector.		
Skills	Ability to build positive working relationships with a wide range of colleagues and external partners and professionals.	Additional language skills.
	Ability to deal with sensitive information with professionalism and maintain confidentiality at all times.	Ability to deal with sensitive information with professionalism and maintain confidentiality at all times.
	Good IT skills including experience of using databases to input data.	
Knowledge	Understanding of the importance of client confidentiality and data protection.	Knowledge of the voluntary sector
	Understanding safeguarding and the implications when working with clients.	Awareness of mental health problems and how they can impact on everyday life
	Understanding of the principles of recovery.	
	Understanding the barriers to work for people recovering from mental health problems.	
Personal Qualities	Ability to reflect on personal experiences of mental health problems, and comfortable with sharing them in the context of a work role.	
	Ability to maintain a healthy work/life balance and commitment to look after own health and mental wellbeing.	
	Patient, non-judgmental, respectful and compassionate.	
Other	Willingness to undertake a Disclosure and Barring Service (DBS) check	
	Willing and able to travel independently across the district	
	Willing and able to work some evenings and weekends if required	

How to Apply

To apply for this post please answer these **three Qs** and submit them typed in a word document to recruitment@thecellartrust.org before the closing date of 4pm Wednesday 22 December 2021:

1. What skills and experience do you have for this role?
2. How do you use your values in practice?
3. What experience do you have of engaging with young people across Bradford district?

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 Cellar Trust believes in equity and we celebrate diversity. We are an inclusive workplace, where everyone is welcome and supported to be themselves. 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 please specify this in your application.