



Funded by  
UK Government



## JOB DESCRIPTION

# EMPLOYMENT OFFICER

SS/24/10

# FOREWARD FROM DIRECTOR OF EMPLOYABILITY AND PARTNERSHIPS

Dear Applicant,

Thank you for expressing your interest in the post of Employment Officer.

It is an exciting time for Stepping Stones NI as we continue to build on our success to date within our services.

Reporting directly to the Employment Team Leader, this post is an important role within the Employment Service Team. The Employment Officer will work 100% of their time on UKSPF (UK Shared Prosperity Fund Programme - PROSPER).

Under the direction of the Director of Employability and Partnerships, the Employment Officer will assist in developing the employability of people with a range of intellectual/ learning disabilities and / or barriers to employment through employer lead academies and other support interventions. The outcome of which being a positive contribution to, and improvement of the lives of people with disabilities and difficulties.

The post requires an individual with excellent organisation and communication skills, as well as an understanding of the difficulties faced by our participant group, demonstrating a high degree of empathy to ensure that each participant realises their potential. The individual will also have strong interpersonal skills to connect and build a wide range of connections including internal departments, employers, community groups and multi-disciplinary teams.

The role requires an individual with enthusiasm and motivation. The post holder will have the capability to be a self-starter and enjoy working to KPIs and targets.

Stepping Stones NI offers a diverse working environment with an opportunity to positively and directly impact upon people with learning disabilities and difficulties through the delivery of service lines.

If you share a commitment to our values and believe in the work we do, we want to hear from you.

Please find enclosed relevant information relating to our organisation and the role including the selection process.

Yours sincerely,

Carla Frazer  
Director of Employability and Partnerships

# BACKGROUND TO STEPPING STONES NI

Stepping Stones NI is a multi award winning charitable organisation supporting people with learning disabilities and and barriers to learning and employment to gain new skills, qualifications and employment.

Our organisation comprises of four core services: employment, training, youth and community youth engagement.

We also operate six social enterprises which include three cafes, a wedding stationery business, a picture framing business and a horticultural wellbeing hub. Each social business serves as a realistic training platform for our trainees with 100% of our customer's money reinvested to support our work.

Over the last 26 years we have supported people who face all kinds of barriers to employment and learning including Autism, ADHD, Dyslexia and mental health barriers.

We have links with lots of employers and see the real and lasting benefit of our participants achieving paid employment through our highly successful "BE IN" Employment academies which operate across all council areas.

We believe that with the right support people who experience barriers to learning and employment can get a job that they enjoy and stay in that job.

## Our Values:

**Respect:** We respect everyone's right to a life more fulfilled and respect each other in the process

**Inspire:** We inspire employers and the wider community to see disability differently

**Empowering:** We empower each other to make a positive impact on the world and in the organisation, we work

Our Values drive our behaviours and govern our actions. They are at the heart of our Culture and define who we are, and how we present ourselves every day.

## Our Behaviours:

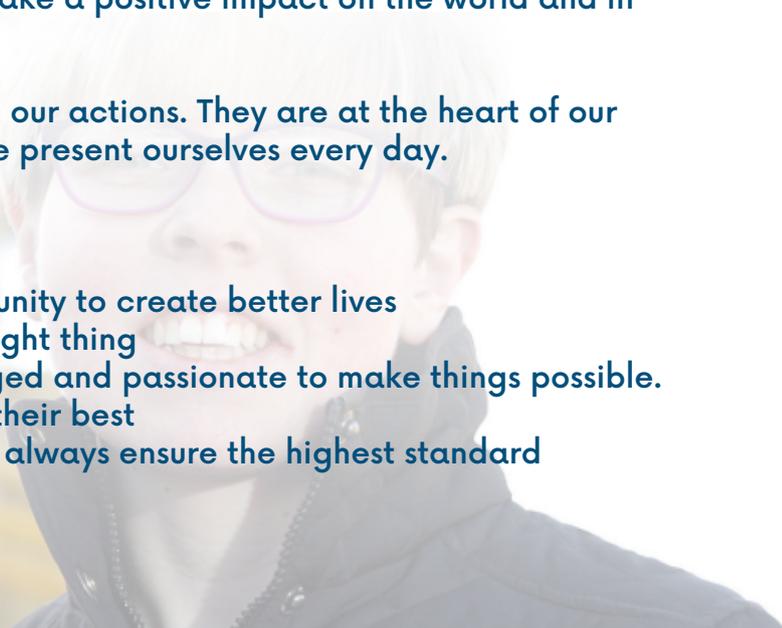
**Driven:** We are driven, seizing every opportunity to create better lives

**Honest:** We are honest and always do the right thing

**Positively Charged:** We are positively charged and passionate to make things possible.

**Nurturing:** We Nurture all our People to be their best

**Quality focused:** We are quality focused, to always ensure the highest standard





# OBJECTIVES OF THE ROLE

- To support the continued growth of Stepping Stones NI we are seeking to appoint an Employment Officer to join our great team.
- The person will be part of a team that is focused on securing employment and/or placement for, and providing direct support to people with disabilities and/or barriers to employment, to support them to secure, and sustain, paid employment. The individual will be a self-starter, with passion and motivation to make a difference.
- The individual will be a member of a team, who places a premium on quality, to ensure that the extensive range of services and projects offered are compliant and person centric.



# JOB DESCRIPTION

**Job Title:** Employment Officer

**Reporting to:** Employment Team Leader

**Responsible for:** The Employment Officer will work 100% of their time on PROSPER (UKSPF programme). Under the direction of the Employment Team Leader, the Employment Officer will assist in developing the employability of people with a range of intellectual/learning disabilities and/or barriers to employment through employer lead "BE IN" academies and other support interventions.

**Location:** : Based in Antrim Street Lisburn, after 6 months 60/40 Hybrid

**Salary:** £27,523

**Pension:** 7% contribution

**Holiday entitlement:** 25 Days plus 11 Statutory Days

**Duration:** to 31st March 2025 (subject to funding thereafter) Hours of work: 37 hours per week

**Other Benefits:**

Private Healthcare and access to health and wellbeing platforms

Holiday Purchase "Buy Back Scheme"

25% Discount in our Social Enterprises

Volunteer Scheme - Up to 2 days annual leave to volunteer with other charities/community groups

Employee Assistance Scheme

Half Day Christmas Shopping

Death in Service Benefit

Two additional days leave for getting married

Take 2 mental health hours

Birthday Day Off



# KEY PURPOSE OF THE POST

To support the continued growth of Stepping Stones NI we are seeking to appoint an Employment Officer to join its great team.

The person will be part of a team that is focused on securing employment and/or placement for, and providing direct support to people with disabilities and/or barriers to employment, to support them to secure, and sustain, paid employment. The individual will be a self-starter, with passion and motivation to make a difference.

The individual will be a member of a team, who places a premium on quality, to ensure that the extensive range of services and projects offered are compliant and person centric.

# MAIN RESPONSIBILITIES

## Progression into Employment

- Responsible for sourcing paid employment opportunities for participants and supporting them in their jobs.
- To conduct interviews with the participant and other appropriate persons (stakeholders) to determine the interests and expectation of the participant in relation to work.
- To develop and review the Career Planning of the participant in preparation for employment/ placement.
- To support participants through Step Into Employment academies to develop employability skills to secure employment
- Assessing and identifying participant needs and liaising with staff in all departments, such as training, and identify learning needs of participants in preparation for work
- Develop and review each participant's online individual action plan and review, working with other departments, and stakeholders such as employers, on a regular basis.
- Ensure that all necessary documentation is completed prior to the commencement of employment and that the participant understands the transition into employment
- Support and assist both the participant, and the employer, with reasonable adjustments throughout employment to conduct their duties (up to 6 months aftercare)
- To develop an understanding of welfare benefits and how paid employment may affect each participants finances, and be up to date on local government policies and disability legalisation in relation to disability in employment.



# MAIN RESPONSIBILITIES

## Administration

- To ensure the accurate maintenance of appropriate records, statistics, budgeting, participant files and documentation in line with organisation, funder and data protection guidelines and SROI reporting, evaluation, ISO and continuous improvement in ETI.
- Ensure health and safety of participants and report any incident, or safeguarding incident, using the appropriate processes.
- Keep necessary and accurate online records of activities and interactions with the participant and employer.
- To report monthly formally to the Employment Services Manager on individual service targets using a balanced score card.
- Regularly report on participant progress and systemically maintain and organise online records including:
  - Individual Profile/ Career Planning
  - Communication logs Risk assessments
  - Health & Safety Checklist of premises
  - Outcome Star
- Ensure regular updates and good new stories for website and social media.

# MAIN RESPONSIBILITIES

## Health and Safety

- Ensure that all duties are carried out to comply with:
  - The Health and Safety at Work (N.I.) Order 1978;
  - Acts of Parliament, Statutory Instruments and Regulations and other legal requirements;
  - Agreed Codes of Practice; including the COSHH Regulations and Safe Working Practices manuals;
  - Any other statutory regulations which may apply.
- Ensure that all equipment is maintained in an appropriate and safe manner, with any defects being reported immediately.
- Co-operate with staff and Management to maintain our Health and Safety policy i.e. reporting and recording accidents using accident books, relevant paperwork.
- Undertake Health and Safety and Environmental training as identified by Stepping Stones NI.

# MAIN RESPONSIBILITIES

## General

- All staff must ensure that customer focus is maintained at all times in order to achieve customer satisfaction.
- To comply with organisational code of practice and attend all mandatory training to ensure compliance.
- All staff are to contribute to the continual improvement of the Quality management system – ISO, Investors in People and ETI by adhering to the documented procedures and processes, and identifying improvements.
- Comply fully with Stepping Stones NI Safeguarding Procedures.
- Proactively identify risks in relation to participant safety and carry out general and individual risk assessments as appropriate, ensuring that risk management procedures are adhered to.
- Ensure accurate record keeping in line with organisational data protection and confidentiality policy.



# MAIN RESPONSIBILITIES

## General

- To attend any meetings as and when required, for example service meetings and monthly balanced scorecard meetings with the Team Leader.
- Ensure compliance in all activities in accordance with the Company's Equal Opportunities Policy.
- Conduct all activities with confidentiality and in accordance with the requirements of Data Protection Legislation and the Company's Policies and Procedures.
- To communicate effectively with parents, carer's social workers, customers and all stakeholders of Stepping Stones in a professional manner understanding Stepping Stones NI values.

This list is not exhaustive and the role of the Employment Officer may change to meet the nature of the business and services.

# PERSON SPECIFICATION

## Essential Experience

- GCSE English and Maths or equivalent (Level 2 Essential Skills).
- Experience of liaising with employers to secure employment opportunities.
- Demonstrate experience of working in a target driven environment of into employment KPI'S.
- Understanding of the issues / barriers related to employment and difficulty / disability.
- Display evidence of the values and attitudes required to work with young people and adults with a learning disability / difficulty.
- Computer literacy including Word, Excel, PowerPoint, email packages and social media (Facebook, Twitter and Instagram).
- Can communicate clearly and with confidence both orally and in writing, including reporting and presentations.
- Ability to work as part of a team and be flexible.
- Self-motivated and a self- starter with the ability to use own initiative. Access to a car & current driving licence.

## Desirable Experience

Degree or equivalent  
Diploma in Supported Employment

# SELECTION PROCESS

Application is by submission of a CV - [click here](#) to submit.

Applications will be shortlisted against the criteria detailed in the job description. Short-listed candidates will be invited to attend a first stage interview to assess the candidates suitability for the role.

If we receive a high number of applications, we reserve the right to increase the number of competencies that the candidates will have to demonstrate.

Where the quality of applications is particularly high applicants may be invited to a second stage interview.

Stepping Stones NI is an equal opportunities employer.

Closing date: Friday 23rd August 2024 at 4pm.

