

**Community Employment Facilitator (Brighton & Eastbourne)**

**JOB DESCRIPTION**

**Grade:** Scale 5 Point 13

**Salary:** £22627 pro rata (actual £18101.60)

**Department:** Community Employment Service

**Line Managed by:**  Community Employment East Sussex Project Lead

**Working Hours:** 28 hours PART-TIME (0.8 FTE)

**Holidays:** 28 days per annum + Bank holidays

(pro-rata for part-time staff)

**Main Purpose**

To work with the support of the Community Employment East Sussex Project Lead and Community Employment Service Manager to deliver a unique combination of peer support and personalised provision. Working across Community Employment Service provision you will put the individual first and deliver a holistic package of peer support, person-centred planning, condition management, confidence building activities.

You will work to maintain and enhance Possability People’s excellent working relationships with DWP colleagues and help to build relationships with local employers to improve employment opportunities for disabled people.

**Responsible For**

Delivering and enhancing Possability People’s employment support provision.

**Main Tasks**

1. To work under the guidance of the Community Employment East Sussex Project Lead and Community Employment Service Manager to identify project objectives and targets and to ensure effective implementation and that outcomes are delivered.
2. Arrange and deliver community employment group sessions across the full range of our provision and range of courses and 1:2:1 support as needed for participants, with a focus on facilitating peer support within the groups and ensuring all feel heard. To involve guest speakers and providers as necessary to meet the needs of each group.
3. Provide advice and support to disabled people wanting to return to work, facilitating their progress using a holistic, person centred approach to identify goals and support steps towards them.
4. To assist in the collection of qualitative and quantitative data, and report on project activities according to funding and Possability People requirements.
5. Maintain excellent working relationships with DWP staff, acting as the link between JCP staff and the Employment Service when required.
6. Work alongside other support providers in the area to ensure a range of referral pathways and to involve specialist support for participants as required.
7. To provide the supporting administration and communication to ensure that provision is filled and well attended and accurate, up to date records are kept. To ensure all necessary record keeping and reports are accurately completed to schedule and client activity recorded on our databases.
8. To support the Community Employment Service Manager and Project Lead to gather, analyse and build knowledge and databases of local organisations and support available to ensure relevant signposting.
9. To attend report and contribute to relevant meetings, networks, events and workshops as appropriate to support the aims of the project and develop own skills and knowledge.
10. To encourage and support volunteering within the activities of the Community Employment Service.
11. To engage with a range of employers in the local area to encourage their input into course sessions, and to improve employment opportunities for project participants.
12. To engage with a range of local organisations in the local area to build a range of volunteering opportunities and partners for engagement in community projects for the participants.
13. To ensure that Equal Opportunities Policy and procedures are established and maintained within projects and to contribute to the development and monitoring of Equal Opportunities policy within Possability People as a whole.
14. Working alongside other staff, to help ensure that adequate Health and Safety procedures are in place in projects and to ensure the implementation of a suitable user complaints process.
15. To attend, report to and contribute to staff and team meetings, and other internal meetings and training events as necessary.
16. Any other reasonable duties requested by the Community Employment Service Manager.

**Job Review**

This is a summary description of the role, as it is constituted at present. The above does not represent an exhaustive list of the duties and responsibilities of the role. It will be the practice of Possability People to examine periodically employees’ job descriptions to ensure that they accurately reflect the job being performed and/ or that proposed developments are incorporated, as part of the process of personal objective setting. It is the Trustees’ aim to reach an agreement on reasonable changes but if such agreement is not possible, Possability People reserves the right to insist on changes after appropriate consultation with the post holder.

**Context**

Willingness and ability to travel independently between the Get Connected project based in Brighton and Eastbourne and other occasional travel as required.

Unsociable hours may be required, i.e. attending occasional events.

Willingness to learn and adhere to the principles outlined within the Social Model, which emphasises that disabled people are disabled not by limitations of bodies and minds but by social barriers of unequal access, prejudice, discrimination and social exclusion.

######  **PERSON SPECIFICATION**

**Qualifications**

Minimum requirement: 3 GCSE’s grade C or above, including English and Maths, or equivalent.

**Essential Skills & Qualities**

1. Lived experience or excellent understanding of the barriers disabled people face when seeking employment, and an enabling approach to overcoming them.
2. Excellent communication skills, being able to communicate verbally in a clear and efficient way with a range of audiences as well as strong writing skills. Able to adapt your communication skills to engage with individuals as they need.
3. Active listening skills
4. A high degree of initiative, resourcefulness, flexibility and a self-motivating approach to achieve both business objectives and personal success.
5. Confident and adaptable, with a positive solution based approach to tackling challenges to reach goals.
6. Strong interpersonal skills, tactful, patient and empathetic with the ability to build trust.
7. Creative and innovative thinking with an ability to see the ‘bigger picture'.
8. Good team working skills and the ability to engage effectively with staff, volunteers and service users.
9. Takes personal responsibility for own development and has a commitment to study and learn ‘on the job’.
10. A dynamic, enthusiastic attitude, and the ability to encourage others to achieve targets and works towards common goals.
11. Good administrative ability and IT skills and use.
12. Clear understanding of Equal Opportunities policy and practice and a commitment to implementation.

**Desirable experience & qualities**

1. Experience of training or facilitation in a range of settings.
2. Knowledge of current best practice in employability support.
3. Knowledge or understanding of the supports available to disable people in the work place.
4. Experience of community based work in various settings/locations.
5. Experience and knowledge of relevant statutory authorities.
6. Experience of volunteering.
7. Possession of full driving license/ability to travel.

##### All appointments are subject to a six month probationary period.

##### All other terms and conditions are fully described in the contract of employment.

##### All posts within Possability People have the opportunity of an annual review/evaluation.

Signature of post holder: ……………………………………………… *…./…./….*Date

Job description prepared/ updated by: A Graham(02.09.2020)