



## VACANCY

**Fixed Term Contract (Building Better Opportunities Project)**

**Until 31/12/2019**

**Employment Officer – full time**

**37.5 hours per week – salary - £23868**

To assist visually impaired clients to get ready to move into employment, further education or job search by delivering a wide range person centred programme, including training, social, life skills and recreational activities. Previous experience in a similar role preferable; educated to equivalent Level 4 in either Care/Management/AIG, or a teaching/training qualification.

Download further information and an application pack or telephone 01902 880111 or email [kvidal-chiduwa@beaconvision.org](mailto:kvidal-chiduwa@beaconvision.org)

Closing date: 3 July 2018, at 5pm

Registered Charity No: 216092

**Please Note:** If sufficient number of applicants are found for interview the ad for the role may be removed before the closing date. Applicants are encouraged to apply as soon as possible. Beacon is an equal opportunities employer

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DBS Checks are required for this post

**This post is funded by the European Social Fund and the National Lottery through the Big Lottery Fund.**

<b>Job Title:</b>	<b>Employment Officer</b>
<b>Location:</b>	<b>Wolverhampton</b>
<b>Salary :</b>	<b>37.5 hours per week</b>
<b>Accountable to:</b>	<b>Project Coordinator</b>

### **Overall Purpose of the Job**

1. To register, assess and induct all new visually impaired (VI) clients to ascertain their aspirations, skills and abilities to prepare a personal profile and development / action plan.
2. To plan, delivery and develop a wide range programme of pre-employment and soft skills training, life skills, social and recreational activities to move clients into employment, education and to become economically active.
3. To deal with the barriers to employment and social exclusion including raising awareness of VI issues to local businesses and matching clients to vacancies.

### **Principal Accountabilities**

1. To manage the project being the point of contact with the Lead Organisation, managing own workload to meet agreed outcomes and outputs.
2. To meet service users to undertake assessments to identify the options available to meet their needs associated with their visual impairment and barriers into employment.
2. To develop a personal centred support plan based on needs which will be time limited, review led and meet specific performance indicators, outcomes and outputs.
4. To plan and deliver a wide range programme of practical life skills training and activities, including transport, personal presentation, social, recreational and numeracy and literacy.
5. To plan, deliver and develop a range of pre-employment training to include financial and soft skills.
6. To undertake comprehensive case recording including case notes on service users.
7. To refer to other Beacon services as required and link with other project members to ensure all services are available to each individual.
8. To provide professional advice and assistance to the service users, refer to partner organisations and sign post them on to other services when necessary.
9. Ensure that reviews and monitoring are carried out across the services to guarantee that the needs of service users are met in line with Lead Organisation requirements.
10. To liaise with a variety of professional bodies for and on behalf of the Beacon and service users
11. To produce market material for the project and give talks, sight awareness and presentations to local employers, groups and other stakeholders
12. To visit local employers to raise awareness of sight loss issues; the capabilities/benefits of employment VI people; aids & adaptations and adjustments available and match client to job vacancy.
13. Ensure regular administration, keep files up to date, send out correspondence to service users and/or their representatives and/or external and internal contacts.
14. To use the agreed IT software system to input referrals, registrations, record information; reviews; evaluation etc as required by the Lead Organisation.

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15. To deal with all financial aspects of the project, such as recording expenditure, keeping receipts, proof of purchase maintain the budget and make claims as required.
16. Attend meetings, audits and networking events as required by the Lead Organisation.
17. Keep up to date with any changes in legislation and other relevant support services and ensure that effective communication is maintained with other professionals.
18. Maintain appropriate and confidential records of contact with clients and assist in the production of reports and statistics as required.
19. To improve skills and knowledge by participating in personal development as appropriate and attend appropriate training courses and other events as requested by the Senior Assessor
20. To work in accordance with organisational policies and practices including Health and Safety and Equal Opportunities.
21. Undertake any other duties as may be required within the scope of the post and participate as necessary in corporate initiatives and projects.