**Job Title: Employment Officer**

**Salary: £23,868**

**Location: Beacon Centre**

**Hours: Full Time – 37.5 hours per week**

**Accountable to: Employment Programmes Manager**

**Status: Fixed Term until 31/03/2023**

The BBO Bridges Project is funded by the European Social Fund and the National Lottery Community Fund. You will solely be working on BBO Bridges for this role.

**Overall Purpose of the Job**

1. To research and identify VI people and others with disabilities/barriers to employment and who are suitable for the programme and to then register, assess and induct all new participants to ascertain their aspirations, skills and abilities to prepare a personal profile and development / action plan.
2. To plan, deliver and develop a wide range programme of pre-employment and soft skills training, life skills, social and recreational activities to move participants into employment, education and to become economically active.
3. To deal with the barriers to employment and social exclusion, building confidence and self esteem in participants, as well as helping them to lead autonomous lives, gain employment, and play a full part as citizens in their communities.
4. To work in conjunction with the other Employment Officer and the Administrator in order to ensure that all targets are achieved
5. To provide support to participants both face to face and remotely (using teams, zoom etc)

**Principal Accountabilities**

1. To help to manage the project, being one of the points of contact with the Lead Organisation, managing own workload to meet agreed outcomes and outputs.

2. To meet participants to undertake assessments to identity the options available to meet their needs associated with their visual impairment or disability and barriers into employment.

3. 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 participants.

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 participants, 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 participants 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 participant.

11. To produce marketing 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 and other disabilities; the capabilities/benefits of employment people with VI or other disabilities; aids & adaptations and adjustments available and match client to job vacancy.

13. Ensure regular administration, keep files up to date, send out correspondence to participants and/or their representatives and/or external and internal contacts.

14. 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.

15. Attend meetings, audits and networking events as required by the Lead Organisation.

16. Keep up to date with any changes in legislation and other relevant support services and ensure that effective communication is maintained with other professionals.

17. Maintain appropriate and confidential records of contact with the participants and assist in the production of reports and statistics as required.

18. To improve skills and knowledge by participating in personal development as appropriate and attend appropriate workshops and other events as required by the Lead Organisation.

19. To work in accordance with organisational policies and practices including Health and Safety and Equal Opportunities.

20. Undertake any other BBO specific duties as may be required within the scope of the post.

**Confirmation of Agreement**

**I have read, understood and agree, to the above terms and conditions of my job description.**

**Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

Person Specification

**Job Title Employment Officer**

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| Factor | Essential | **Desirable** | **How Identified** |
| Qualifications | NVQ Level 4 in either Care/ Management/AIGTeaching or Training Qualification  | Diploma in Rehabilitation studies or other recognised qualificationHealth & Safety and First Aid qualifications – IOSH certificateIT Related qualification | Application FormCertificates at Interview |
| Training | SafeguardingEqual OppsAssociated Software Training | Various IT software packages and other aids and adaptations devised for visually impaired people .Willingness to undergo training as required by the post. | Application FormCertificates at InterviewReferencesInterview |
| Experience | Ability to assess skills, abilities and achieve desired outcomes of individuals.Experience in writing course material and delivering training to individuals and groups. Management of project/ function.Ability to write personal development programmes for clients. Excellent recording, monitoring & report writing.Ability To work both face to face and to provide support remotely to participants (via Microsoft teams and zoom etc)  | Awareness of issues facing visually impaired and disabled people.Assessment of Clients (Rehabilitation)Design skillsMarketing / Sales Experience | Application FormInterviewReferences |
| Special Knowledge and Skills | Excellent IT and administration skills.Knowledge of the various benefits. Excellent organisation skills.Knowledge of training programmes and their funding.Knowledge of BBO Lead Partner & Providers. | Visual Impairment knowledgeDisability KnowledgeGood communication skills at all levelsProven networking skills and partnership working Experience in keeping records and evaluation. | Application FormInterview References |
| Personal Qualities/ Attributes | The ability to work on own initiative and plan own programme of work.Able to promote and set up a new service.Ability to achieve outcomes & outputs to deadlines.Communication with a wide range of people eg professionals, etc | Good negotiation skillsSelf motivated with ability to motivate others | Application FormInterviewReferences |
| Commitment | Ability to work flexibly to provide a service to the client base.Adhere to all Health & Safety & Confidentiality Issues.Driving licence & access to vehicle. | A vibrant, outgoing personality with drive to develop the service.  | Application FormInterviewReferences |