Job Pack

enable works

Our values

Our values guide us in everything we do

1

Ambition

We set ambitious goals and high standards for ourselves. We strive to improve the lives and experiences of the communities we serve

2

Challenge

We challenge the status quo when there is a better way.

enable works

3

Impact

We focus all our efforts on impact and outcomes for the people and communities we serve.

4

Equity

We believe everyone has the right to live in a fair and equal society.

5

Integrity

We make the right decisions, not the easy ones

enable works

We believe that every person in Scotland has the **right** to work in a job that is high **quality** and **well paid**.

Enable Works supports over **12,000** people every year across 30 Scottish Local Authorities to learn **skills** for **work.**

We meet clients in a variety of settings including in **schools** and **universities** and out in the **community**.

We **partner** with thousands of employers to create **inclusive** cultures and improve the **diversity** of Scotland's workforce.

Together we will **challenge perceptions** of disability and **unleash potential**.

Why are we needed?

Disabled people experience **significant barriers** to employment and are **underrepresented** in Scotland's **workforce**.

The **Disability Employment Gap** refers to the difference in employment rates between disabled people and the rest of the working age population. The disability employment gap in Scotland is currently **31.9%**, the **biggest** in the **UK**. For someone who has a **learning disability** the gap is even bigger - **75.1%**

But even when in work, disabled people still experience disadvantage and for every pound a non-disabled person earns in work, a disabled person earns **just 83p.**

It's not good enough and we want to change it.

Success to us means everyone **who can** and **wants to work** has the right support and opportunities that **enables** them to **thrive** and live a **good life**.

What we do

Our commitment to Equity, Diversity and Inclusion

We don't just accept difference, we wholly **support** it and **celebrate** it. Achieving **diversity in the workplace** is a **priority** at Enable Works.

Our **culture** is one of our **greatest assets** and it's important to us that we **recognise** and **value** each other's differences and treat each other **fairly** and with **respect**. We create a space where you can bring your **authentic self** to work and we **foster a culture** where you can **challenge, grow** and **learn** from each other.

"At Enable Works there is respect and understanding at all levels of the business and we are empowered and encouraged to take ownership for our roles, and helped to develop"
Employment Coordinator

We want our team to reflect the **communities we serve** and our **shared ambitions** for our clients. We are a team of **people who support people** to achieve their goals and aspirations.

We offer **flexible working practices** that promote a **strong work/life balance** so that when you are at work you can be the **best version of you**.

Values are more important to us than qualifications or experience, so if you don't think you meet every requirement that's ok, we still want to hear from you.

At Enable Works we are **dedicated** to building a **diverse** and **inclusive** workplace, so if you are **excited** about this role but your past experience doesn't align perfectly, we **encourage you to apply** anyway. You may be the right candidate for this role, or other roles.

Our commitment to you

We want to you be able to perform **the best you possibly can** be through the interview process and be able to fully **demonstrate your skills** and **suitability** for the role.

We want to **get to know you** and see if you're a **good fit** for the job- it's not to catch you out!

We offer all candidates the interview themes ahead of time so you can prepare in advance- we genuinely want you to do well and to hear your best answers, it's not a memory test!

We encourage you to **speak to us** about any **accommodations**, **adjustments** or **support** you may need to the interview process.

Some **examples** of adjustments we have provided include:

- **Offering interview questions in advance**
- **Offering a choice of face to face interview or online**
- **Changing the time to avoid peak travel or the school drop off**
- **Providing additional time with interview assessments**
- **Having a job coach with you at the interview for support**
- **Offering a practical work trial**
- **Walking interviews**
- **Visit to the venue in advance**

If you **choose** to interview in person, our venues are fully **accessible** and we ensure you can **access them easily** using public transport.

Adjustments can **look different for everyone**- it's also okay if you're **not sure** what you need, speak to us and **we can help**.

Employment Coordinator
35 hours per week
Permanent
Salary - £30,379

Role Profile

Your role, as an Employment Coordinator is to provide support to people who have barriers to work to make progress towards and achieve well paid, sustainable employment. You will also support the delivery of sector-based digital skills qualifications, helping clients develop practical skills, build confidence and achieve recognised qualifications that open up new career opportunities.

What will you do?

You will work largely out in the community engaging people face to face.
You will work with clients on a one to one and/or group basis to profile their skills and aspirations for work.

You will provide high quality support by:

- Delivering a person centred approach to ensure the right job for the right person
- Work to our tried and tested models of success
- Generate referrals for the programme through partners and community engagement
- Delivering individual opportunities for progression including:
  - Vocational and soft skills training
  - Accredited qualifications
  - Access to exclusive interviews and employment opportunities
- Build and maintain positive relationships with clients and their personal and professional support circles
- Proactively engage with employers and establish relationships to create opportunities for your clients to get the job they want!

Ultimately you will get your client ready and confident to compete for the job they want in the open market

What will you do?

You will support our ambitions for moving people into work by:

- Meeting regularly with your clients to ensure they are progressing towards their goals
- Represent Enable Works at local and national external events
- Engaging with local employers to find opportunities for clients to find more suitable employment
- Innovating and collaborating across your team to support the wider Enable Works performance
- Providing high quality aftercare support to ensure employment is sustainable

You will be accountable for:

- Keeping accurate and up-to-date records
- Managing your time and caseload efficiently
- Maintaining internal and external client data systems
- Recording and gathering project information in line with your work plan and timescales
- Handling and storing information in line with Enable Works GDPR and data protection policy
- Reporting accurately on all activity as requested
- Meeting performance expectations including job targets and progressions

Contribution to strategy:

- Sharing best practice and opportunities with your colleagues
- Positive and flexible response to change
- Working flexibly to support wider Enable Works delivery as required
- Collaborative approach to team and departmental delivery
- Taking part in our regular staff get togethers and share your experiences, challenges and successes!

The skills you will bring

We really need you to have these

- The drive, energy and commitment to support clients to develop essential digital skills, achieve recognised qualifications and progress towards high-quality, well-paid and sustainable employment.
- Ability to manage your own workload and prioritise as needed
- Confident communicator
- Strong attention to detail
- Professional presentation and personality
- Some knowledge of the local community
- Ability to work with a range of different employers and deliver training to meet the specific needs of their business
- IT literacy
- Comfortable working towards targets
- A natural, professional relationship builder
- A full driving licence

Why?

Our vision is that every person in Scotland is able to access the support they need to find a high quality job that pays them well and your drive and commitment to this job will help them get there. You will recognise each clients individual skills and aspirations and work with them to find a job that they love.

Our culture is autonomous so that means we trust you to make the right decisions for your clients, therefore you need to manage your work load well and be accountable for your time. Attention to detail is important as it means you can work accurately and follow instructions.

The skills you will bring

Having the confidence to get out and engage clients and employers in your local community will be key to the success of your programme. We expect you to source the best opportunities for your clients and this can mean reaching out and making new connections within your community.

You will be representing your clients and Enable Works in everything you do so you will need a professional, can-do attitude. Our reputation is important to us.

We have high expectations for our clients and you will be given a work plan with targets. We support you throughout but you need to be comfortable working towards them.

We would love it if you had these

- Experience of delivering training or facilitating group learning sessions, supporting clients to develop new skills, build confidence and achieve positive outcomes.
- Understanding of employability services and programmes including Supported Employment
- Understanding of barriers our clients might face when looking for work
- Experience working to strict compliance expectations
- Experience working in a performance focussed team
- Understanding of relevant policy and legislation
- Experience working with ethnically diverse clients

Our benefits

We believe in **developing** all our staff and we provide an extensive **learning programme** together with **career development** opportunities.

Examples have included:

- **Job Specific training including Modern Apprenticeships and Graduate Apprenticeships**
- **PDA in Supported Employment at SCQF Level 7**
- **Leadership Development**
- **Executive MBA**
- **Support with applying for international scholarships**
- **Mentoring with senior leaders**

We also provide time monthly for staff to "**Drop Everything and Learn**" and staff have taken up opportunities to **learn BSL** and **upskill** in new areas of work . We also encourage shadowing and learning across our teams so you can better understand different areas of the business. Your **learning journey** is **driven by you** and **your aspirations** and is fully **supported by us**.

We also have an excellent range of staff benefits including:

- Health cash plans providing a wide range of health benefits to help people cover the cost of their everyday health care.
- Employee Assistance Programme
- Blue Light Card
- Cycle to Work Scheme
- Season Ticket Loans