Employment Coordinator Job Description

Post: Employment Coordinator
Location: Inverness, Nairn, Badenoch & Strathspey
Salary: £27990
Working Hours: 35 hours per week.
Responsible To: Operations Manager

ENABLE Scotland is a dynamic and vibrant organisation dedicated to improving the lives of people with disabilities across Scotland.

Role Definition

ENABLE Works are the leading Scottish organisation delivering high quality employability services for people who have disabilities.

Your job will support people who have disabilities to make progress towards and achieve employment.

You will work closely with a group of people who have disabilities each year, profiling their skills and jointly planning activity that will enable them to achieve their work goals and become independent, active members of their community.

You will have significant working knowledge of the region and key employability stakeholders and sectors.

You will be responsible for developing positive relationships with the programme participants, their circles of support and professional support services.

You will work closely with local partners, including employers, funders and other stakeholders, developing professional relationships that will offer a diverse range of experiences and opportunities.

You will be given a work plan to achieve in order that programme participants are receiving a quality service and we are achieving the expectations of funders and stakeholders, and you will be required to meet challenging but achievable programme KDIs.

You will be an important member of the wider ENABLE Works team, supporting departmental objectives through delivery of support but also through positive collaboration and innovation within your team to support our strategic, societal goals.

A full UK drivers licence and access to a car for work purposes is essential for this role

Main Duties and Accountabilities

Providing high quality support:

- Regular and accurate profiling of skills and recording of participant activity
- Active case management to ensure person-centred success
- Delivering support with fidelity to the individual project model
- Delivery of structured training to individuals and groups of participants
- Maintaining positive relationships with participants and their circles of support to ensure inclusive success
- Managing professional relationships with stakeholders and employers to create opportunities for participants

Delivering projects to plan:

- Keeping accurate and up-to-date records ready for audit
- Recording and gathering project information in line with project timescales and work plan
- Handling and storing project information in line with ENABLE Scotland's data protection policy
- Reporting accurately on project activity when requested and in line with project timescales

Meeting performance expectations:

- Active case management to ensure participants are achieving success
- Meeting and exceeding individual project expectations
- Innovating and collaborating across your team to support wider ENABLE Works performance
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Contribution to strategy:

- Sharing best practice and opportunities with ENABLE Works colleagues
- Positive and flexible response to changes in work plans
- Collaborative approach to team and departmental delivery
- Managing your time/caseload efficiently in order to respond to additional duties as required
- Supporting the training and marking of accredited staff training
- Representing ENABLE Works and ENABLE Scotland with an understanding of departmental and organisational strategies

Personal Specification

	Essential Criteria	Desirable Criteria
Qualifications	• Full clean driving license	• PDA in Supported Employment
Knowledge and Understanding	• A commitment to support people with learning disabilities to get the jobs they want • Understanding of employability services and methodologies • Knowledge of the local area and it's community assets	• Knowledge of skills and employment services for disabled people • Knowledge of Supported Employment Programmes • An understanding of ESF compliance requirements • Understanding of relevant policy and legislation
Skills/abilities	• Ability to profile skills and aspirations of people with learning disabilities • Ability to innovate and plan so people with learning disabilities can achieve goals • Ability to partner and negotiate with stakeholders • Professional presentation and personality • Self-management skills and the ability to meet duties effectively • IT literacy • Proactive and collaborative approach to team work • Commitment to personal and professional development	•

Experience	• Experience of achieving success through innovation • Experience of working in a performance-focussed team • Experience of delivering learning • Experience of meeting/exceeding demanding compliance requirements	• Experience of working with people who have multiple and/or complex barriers