

JOB DESCRIPTION

Job Title: Employability Specialist

Directorate & Section/Unit: Employability and Skills Team

Reporting to: Deputy Employability and Skills Programme Manager

Responsible for: N/A

Salary Grade: SC6

DMA Management Level: Frontline

DMA Span of Control (Direct Reports): N/A

Our People Values:

To uphold and act in accordance with Worcestershire County Council's values:

- **Customer Focus** - Ensure delivery of a high-quality service which meets the needs of customers
- **Can Do Culture** - Be proactive to achieve excellence, finding solutions and creative ways of working
- **Freedom within Boundaries** - Make constructive change through cohesive decision making, ensuring services are responsive.

Purpose of job:

- To provide 1:1 employment support to young people aged 16-24 who face significant barriers moving into sustainable employment.
- Deliver tailored support in line with the Supported Employment Quality Framework and Individual Placement and Support (IPS) principles
- To provide specialist knowledge on provision and support available to 16–24-year-olds in Worcestershire.
- Develop employer relationships creating job opportunities that match participants aspirations.

Main Activities & Responsibilities:

- Engage with young people aged 16-24 throughout Worcestershire who require specialist information advice and guidance support about their futures.
- Support, manage and progress a caseload of 25 young people offer advice on possible destinations including employment in line with the Supported Employment Quality Framework (SEQF) and Individual Placement and Support (IPS) principles.
- Develop strong relationships with local employers to create job opportunities that match individual participant goals.
- Provide in-work support and job coaching to help participants succeed and remain in employment

- Work with young people to establish aspirations and future plans through the use of assessment and profiling tools and bespoke vocational profiling
- Work and liaise with a range of services to ensure vulnerable young people are supported through tailored interventions
- To seek and understand the range and quality of opportunities within Worcestershire available to young people by awareness of local labour market, industries and roles.
- To seek and understand the range and quality of employment opportunities within Worcestershire and outside of which are available to young people.
- To maintain accurate records to demonstrate the assessment process and progress of young people to enable effective monitoring and evaluation and to report on outcomes against targets
- To update the project CRM system to record all activities as required in order to report progress on key performance indicators.
- To deliver presentations/sessions/workshops to professionals and young people in a wide range of settings on issues relating to employment, education and skills
- To develop and maintain working relationships with colleges, training providers, DWP and other partner organisations including other Council departments in order to identify and provide joined up services to clients.
- To keep up to date with changes in legislation or government programmes that relate to employment, education or training.
- Promote inclusive employment practices in Worcestershire

Generic Accountabilities:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate's Health and Safety Policy
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy
- This post meets Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) and is subject to an enhanced Criminal Records Check (Via the Disclosure Barring Service, DBS) and the relevant children and/ adults barred list(s) checks.
- The Code of Practice on the English Language Requirement for Public Sector Workers (the fluency duty) applies to this post. Therefore, an ability to fulfil all spoken aspects of the role with confidence through the medium of English is essential for the post.

Contacts:

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Elected Members, Directors, Assistant Directors, senior managers, management teams, managers and staff across all Directorates, project staff, governors, headteachers, teachers, support and other school-based staff

External: District & County Councils, Government agencies and departments, healthcare professionals, PCT, Police, Fire, Probation Service, educational settings, suppliers, contractors, service providers,

statutory and voluntary organisations, service users, clients, customers, parents and pupils, members of the public, volunteers

Additional Information:

- The ability to travel throughout the county, including areas where there is limited public transport and be able to reach, including but not limited to, families, young people, internal and external clients and within a timely manner
- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustments will be considered as required by the Equality Act.

Author: Charlotte McCaughtrie

Date: 4th June 2025

Date of grading confirmation: 5th June 2025

*** WCC is aiming towards a 5-level management organisational structure with level 5 being the Chief Executive.**

PERSON SPECIFICATION

Job Title: Employability Specialist

Directorate & Section/Unit: Employability and Skills Team

Salary Grade: SC6

EXPERIENCE:

It is **essential** that the post holder has:

- Significant experience of delivering intensive, 1:1 employability intervention for individuals facing complex or multiple barriers to work (e.g., mental health, care experience, low qualifications, or criminal justice history).
- Considerable experience of working in performance-driven environments (e.g. outcomes-based contracts, payment-by-results programmes).
- Significant experience of working with and delivering support to young people looking for employment.
- Proven track record in supporting young people towards suitable job opportunities.
- Exceptional interpersonal skills in relationship/partner management and building relationships with young people
- Considerable understanding of the application supported employment principles and fidelity standards
- Strong organisational and administrative skills, including the ability to manage own workload and meet performance targets.
- Able to produce accurate and timely records, reports and evaluations of participant progress.
- Understanding of safeguarding, equality and diversity, and confidentiality in working with vulnerable young people.
- Competent IT user - proficient in Microsoft Office (Word, Excel, PowerPoint), email, and web-based systems.
- Significant experience of presenting information to groups of young people around employability and careers topics.
- Substantial experience of working with young people.
- Significant experience of disseminating information, pursuing defined action plans and initiating procedures and providing progress reports in order to meet defined objectives.
- Considerable experience of successful internal and external partnership and team working arrangements
- Proven experience of developing partnership approaches to working with young people between agencies, such as DWP and other stakeholders.
- Experience of working in teams but the ability to work towards positive outcomes out in the field on a lone worker basis.

It is **desirable** that the post holder has:

- Demonstrable understanding of the Local Enterprise Partnership working in Worcestershire
- Significant understanding of the work of the Careers Worcestershire
- Significant understanding of the delivery of employability in Worcestershire
- Significant understanding of the Labour Market of Worcestershire and its needs
- Experience of working with unemployment agencies such as DWP as well as others

KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder has:

- Specialist knowledge of supported employment fidelity models and how these relate to best practice in job coaching and employer engagement.
- Detailed knowledge of in-work support approaches, helping young people retain and progress in employment.
- Detailed knowledge and understanding of youth employment barriers and the intersection between social care, education, and employability support pathways.
- Working knowledge of Equal Opportunities issues and legislation.
- Strong understanding of employer engagement strategies – including how to match employer needs with jobseeker strengths and support employers to make inclusive recruitment decisions.
- Ability to plan, monitor and evaluate own work and caseloads
- Excellent IT skills with experience of email, MS Office Word, PowerPoint, Excel.

It is **desirable** that the post holder has:

- Demonstrable knowledge of Worcestershire's Labour Market Information and the wider skills strategy of the Worcestershire LEP.
- Ability to present to employers or professionals to raise awareness of supported employment,

QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the post holder has:

- A Level 5 qualification in a relevant field (*e.g. Advice & Guidance, Employability, Youth Work, Social Care*) or equivalent compensatory experience.

It is **desirable** that the post holder has:

- Supported Employment or IPS Practitioner training.
- Level 4 or higher qualification in Guidance, Education, Social Work or Employment Support.
- Training in Systematic Instruction (TSI) or similar job coaching model

ADDITIONAL INFORMATION

It is **essential** that the post holder has:

- The ability to travel throughout the county at short notice and where public transport may be limited
- The flexibility to work in different parts of the county
- To be able to attend evening and weekend meetings
- An understanding of the need to work flexibly in delivering partnership developments