

Job specification



Job title: Employer Relationship Worker

Service: Supporting Skills and Futures Team

Grade: 6

Reporting to: Service Development Lead – Employment, Market Shaping and Volunteering

Your job

You will be working within the busy, forward-thinking, and friendly Supported Skills and Futures Team. Taking a proactive approach, you will build influential relationships with businesses and job centres, promoting our Supported Employment offer and the benefits of employing individuals with disabilities in volunteering, supported internships and employment for those who aspire to work and contribute to society.

You will deliver myth-busting presentations to employers to build their disability awareness and open their eyes to the advantages of having a diverse workforce. You will deliver disability awareness training, provide information and guidance about inclusive practice, as well as other interventions to build up local inclusive employers.

You will develop a catalogue of genuine employment opportunities for adults with disabilities with employers across the borough. You will develop partnerships with local employers to provide site tours, talks and taster days to local young people with a disability, promoting the accessible opportunities available across the Borough.

You will work closely with your colleagues to understand the vocational wishes and abilities of individuals and then match them to the right opportunities.

As a passionate and empathetic ambassador, you will also actively promote our supported employment offer to individuals, their families and wider residents.

Mandatory statement

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will

On an on-going basis you will:

- Engage with local businesses, in partnership with Economic Development to develop a catalogue of opportunities within the work market for individuals with Learning Disabilities, Physical and Sensory Disabilities, Mental Health and Autism.
- Work with businesses in 'Making The Deal Real', creating real jobs for individuals with disabilities, enabling them to realise their dreams and aspirations.

- Contribute to the development and implementation of an offer and pathway for opportunities of volunteering and supported volunteering.
- Contribute to the development of an offer and targeted pathway for Supported Employment for individuals with disabilities.
- Contribute to the ongoing development of our service offer to residents ensuring the principles of The Deal for Adult Social Care & Health are at the heart of delivery.
- Work proactively with businesses and employers to myth bust around employing individuals with disabilities and provide disability awareness training to support this agenda
- Develop and implement a range of host employers to sign up to offering intern work-based activities and placements. Working in partnership with local education providers and employers to maximise opportunities for employment.
- Represent the service and Wigan Council at local, regional and national events. Sharing in good practice within GM and wider which supports the development of the service offer and ensuring Wigan are active partners of key programmes of development.
- Use technology to identify and develop systems, processes and records that can be fully accessed via the social work mosaic system.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need

You must be able to demonstrate the following essential requirements:-

- Relevant professional qualification or must have equivalent level of relevant experience and the ability to achieve the qualification within the first 18 months.
- Knowledge and experience of the Supported Employment model
- Experience of working in partnership with a range of organisations and a track record of delivering results
- Be friendly and confident in using your excellent interpersonal skills to establish and maintain effective working relationships with stakeholders.
- A high level of understanding and commitment to person-centred working, creating and developing relationships with employers
- Knowledge of National Occupational Standards for Supported Employment and Supported Employment Model for employer engagement.
- Knowledge and understanding of the local, national, regional employment and skills agendas around disability, mental health and complex dependency.
- Knowledge of local labour market, developing sectors, business requirements, and opportunities for employment.
- Knowledge and understanding of the social enterprise model of business, promoting these with employers and service users as opportunities for individuals to meet the market gaps for employment.

- Knowledge and understanding of legislation and key national policy in relation to Employment Law, benefits systems, Learning disabilities, physical disabilities, mental health etc
- Knowledge of the Care Act.
- An in-depth knowledge of health and safety in relation to individuals you support
- A high level of written and oral communication skills to confidence communicating effectively with different audiences. Ability to use ICT systems and databases
- Hold a current driving licence/able to travel as required using own or public transport in the most effective manner

Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

Be Positive... take pride in all that you do

Be Accountable... be responsible for making things better

Be Courageous... be open to doing things differently

Be Kind... be helpful, generous and thoughtful towards yourself and others

Individuals with line management responsibilities are also expected to ...

Inspire... lead by example and help others to see the big picture

Care... show genuine concern for people as individuals and value their contributions

Engage... I connect with others both within and beyond the organisation

Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough