Role Profile: Employment Officer

mencap

What you will do

The Employment Officer will support individuals who apply to the service to develop their personal and employability skills, to secure and sustain paid or voluntary work and progress towards their chosen training/employment goals. They will deliver, in response to the individuals' aspirations and needs and in line with Mencap standards and processes, an individually tailored programme to assist the individual in overcoming barriers to progressing towards their chosen goals.

The key roles of the Employment Officer are being a team player, performance delivery, being a safe practitioner, good planning and recording and being an ambassador and liaison.

About you

You believe in supporting people to achieve their dreams and aspirations

Candidates from all backgrounds welcome! We are looking for people with a passion and drive to improve the lives of people with a learning disability.
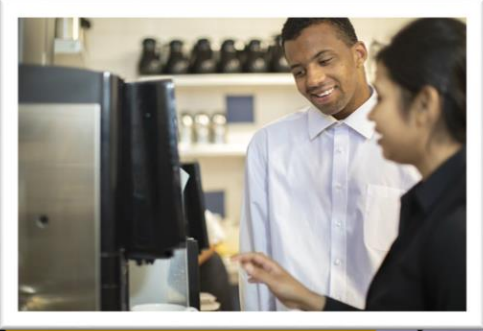
What you will bring

- Work in line with Mencap's Values

- Be positive about working for Mencap

- Work well with all of their colleagues

- Take responsibility for their own development

Your experience

- Good time management skills and work effectively within a team
- The ability to work independently and use your own initiative
- Good communication skills, including ICT and be able to maintain confidentiality
- Support people to develop new/existing skills
- Be flexible and be able to travel in accordance with the needs of the post

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More information about the role

The Employment Officer will have an individual caseload responsibility consistent with contracted hours and support needs of those referred to them. They will be responsible for the management of their time and resources to deliver at all times, a person centred service, supporting all individuals' progression to agreed related employment or training goals. The Employment Officer will have an awareness of the issues facing people with a learning disability and their families and in particular, the barriers to employment. The Employment Officer will utilise their effective negotiation and mediation skills within their daily work.

Join the team and be part of an organisation passionate about making the UK the best place for people with a learning disability to live happy and healthy lives.

What will Mencap give you

- A rewarding and challenging role where you can make a positive impact on the lives of people with a learning disability

- Passionate and driven colleagues that work to Mencap's values

How to apply

Please apply with an up to date CV that demonstrates your skills and experiences relevant for this position.

If you require any further information please contact our Recruitment Team on 01733 246699
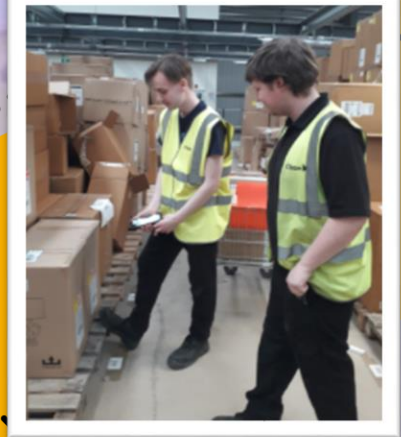
Who you can expect to work with

- Trainees with a learning disability
- Families and carers
- A range of external employers
- Employment team colleagues
- Local communities and services

Mencap's values and how they apply to this role

We are **Passionate** about making the world a better place	We are **Inclusive** of everyone	We are **Brave** we challenge and try new things	We are **Positive** in our work and with each other	We are **Kind** to everyone
You will be passionate about how you and your team can improve the lives of the people with a learning disability, reflecting always how you and your team can learn and improve	You will be inclusive by making sure that you support all Mencap colleagues and volunteers. Within your team you will work to make sure all voices are heard, and different views listened to	You will be brave by encouraging people to have big ideas about what would make their team the best place to work, and you will test things out and learn from mistakes	You will be positive in how you work with your team. You will encourage them to share their own ideas and encourage honest and open conversations about what could be better	You will be kind and considerate in all your interactions, and will call out any behaviour that is not, so that people feel it is a safe place to work