

## **Job Description – Employment and Transition Mentor**

### **Purpose of the role**

Working under the supervision of the **CEO**, the **CASPA Employment and Transition Mentor** will work closely with Autistic/neurodivergent individuals aged 16-25yrs living in the Bromley borough, to enable skills which will assist them in addressing barriers to employment and achieving their vocational goals

### **Main Responsibilities**

- Manage a caseload of participants to help them take the steps they need to gain employment. This can include CV writing, interview practice, work experience, apprenticeships, college and/or other vocational courses, paid employment opportunities.
- Work closely with local employers and engage them in signing up to the Employability programme
- Act as main liaison between participants and professionals working with the participant to ensure that reasonable adjustments are made to enable success
- Provide information and signposting & collaboration opportunities to participants.
- Work closely with participants to identify and address their employability and reasonable adjustment needs
- Provide emotional and practical support.
- Empower students and families to ensure their views inform decision making and support.

### **Training**

- Design and deliver training and workshops to participants and their support networks to enhance understanding and coping skills
- Training stakeholders (employers and other organisations) to raise awareness and ensure they understand the employability needs of participants.

### **Health and Safety**

- Promote the protection and safeguarding of participants through the active implementation of policies and procedures

- Take reasonable care for his/her own health and safety and any other person(s) who may be affected by his/her acts or omissions at work

### **Data Reporting and Budget**

- Maintain accurate and confidential records in compliance with data protection regulations
- Generate reports and statistics to track the program effectiveness and outcomes.
- Plan and manage the project budget within funding requirements, ensuring best value and spend accuracy

### **General**

- You will be required to have a valid Enhanced DBS disclosure that will be rechecked every 3 years
- The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.
- The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

### **Person Specification**

The ideal candidate is a resilient, solution-focused person, able to work efficiently on their own initiative and collaboratively within a team. They are an empathetic listener and enjoys supporting others to achieve their best and thrive.

### **The ideal candidate will have the following skills, experience and aptitude**

- Ability to work closely with local employers and to engage them in being part of this programme
- Ability to research and collate relevant and useful information for stakeholders
- An ability to maintain professional boundaries at all times
- Excellent time management skills and ability to multi-task and prioritise work.
- Experience of working in a caring environment and providing a range of practical and virtual support to vulnerable people
- Attention to detail and problem-solving skills.
- Active listening and empathy skills
- Excellent written and verbal communication skills with participants and external stakeholders
- Strong organisational and planning skills.
- Knowledge of issues affecting the autistic community and SEND families.

- Working knowledge of Safeguarding practice. Training can be provided.
- Proficient in 0365/Sharepoint/Outlook