



Job Description

Job Title:	Employment Development Worker (EDW).
Management Structure:	Reports to: London Training and Development Manager

Background:

First Step Trust (FST) is a charity that provides work experience, training and employment opportunities for people excluded from working life because of mental health problems or other disadvantages (workforce members).

Our approach is about giving workforce members the chance to overcome some of the difficulties facing them by getting them involved as colleagues. We provide 'on the job' training, advice and support to enable each person to improve their basic skills and knowledge of the various work undertaken. This will include supporting workforce members to gain recognised qualifications and access to work placements with our customers and other organisations.

We are in the process of developing a more formalised training and employment support programme (SMaRT Pathways) particularly, but not exclusively, in the area of the Automotive trade. SMaRT Pathways will include the delivery of vocational training through the use of various technologies including video, Virtual Reality, Augmented Reality and other mediums making the learning process more accessible to those who struggle with traditional learning methods due to issues around literacy, numeracy and low levels of self-confidence/anxiety.

Job Role:

The main objective of this post is to enable Adults with mental health difficulties and other disadvantages to engage with and access open employment. The EDW will achieve this by taking responsibility for proactively recruiting people and overseeing their development whilst at the project, including delivery of training courses as and when required and supporting them to move on to employment or further training.

Main duties:

- Networking with other services in the area to raise awareness about FST, promoting work placements and training courses as well as promoting the business services.
- Recruitment and development of potential workforce members - being proactive in following up on enquires regarding work placements, interviewing potential workforce for work placements at the project.
- Employment support – assist workforce looking to move on to paid employment by providing support in job search, CVs and interview preparation.



"Our learning pathways treat every individual with respect and enable independence and dignity"

- Develop a network of appropriate work placements by building contacts with local employment agencies and employers to ensure access to work for all workforce preparing to move on from FST.
- Assisting when required, in delivering a variety of courses both in house and recognised qualifications to people with common mental health problems both workforce members and visiting trainees utilising the various technologies as they are developed.
- Monitoring and reporting - complete, manage and provide regular, accurate, appropriate and timely reports to agreed deadlines in order to monitor progress.
- Office duties – working with workforce members and colleagues ensuring that daily tasks are completed in a timely fashion.
- Work in accordance within the limits and parameters as set out in FST's policies and procedures, by the Board, Chief Executive, Deputy Chief Executive and other senior managers.
- Perform other tasks as reasonably required according to the needs of the project and FST.

Qualifications and Experience

Essential

Experience of face to face customer service in an employment advice/support related post.
Experience of managing, recording and monitoring progression.
Experience of working independently, planning and prioritising own workload.
Experience of working with disadvantaged Adults.

Desirable

Experience of delivery of training within a workplace environment.
Knowledge of the benefits system.
Full driving licence.

Knowledge and Skills

Essential

Ability to effectively promote FST to referral agencies.
Ability to establish a network of employer contacts to facilitate work placements and employment opportunities.
Ability to motivate, support and enable people to develop.



"Our learning pathways treat every individual with respect and enable independence and dignity"

Ability to work as part of a team in order to achieve overall objectives and goals.
Excellent presentation and interpersonal skills.
Excellent communication skills, written and spoken.
Excellent organisational and administrative skills.

Attitude

Essential

Willingness to learn new technologies.
Commitment to opposing discrimination and actively promoting equality of opportunity.
Understanding and commitment to the values, principles and approach of First Step Trust.
Commitment to Health & Safety at work.