



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Employment Officer
<b>TEAM:</b>	Employment
<b>REPORTS TO:</b>	Business Development & Employment Manager
<b>LOCATION:</b>	The London Borough of Barnet - various locations

Bright Futures is Barnet Mencap's specialist supported employment service for neurodivergent adults and people with learning disabilities.

We support people to find and keep paid work. Our approach is personalised, practical, and rooted in real workplaces. Support is shaped around the individual, focusing on strengths, interests, and long-term goals rather than quick outcomes. We work alongside individuals and employers to remove barriers, build confidence, and create roles that are a genuine fit.

### KEY RESPONSIBILITIES

#### Caseload Management

- Manage a structured caseload of learners across the Bright Futures programme
- Complete initial assessments and develop personalised employment action plans
- Set clear, measurable goals with each learner
- Track progress against outcomes including job applications, interviews, and employment

#### Employment Support

- Deliver structured 1:1 employability sessions tailored to individual needs
- Support CV development, job applications, interview preparation, and job search strategies
- Deliver and facilitate weekly job club sessions
- Build confidence, motivation, and work-readiness skills

#### Employer Engagement

- Develop and maintain relationships with local and national employers
- Identify job opportunities, placements, and work experience pathways
- Support employers to implement reasonable adjustments
- Provide in-work support and job coaching where required
- Promote inclusive hiring practices

### **Outcomes & Performance**

- Work towards clear KPIs including job outcomes, engagement, and retention
- Monitor and report on learner progression and programme impact
- Contribute to funding reporting requirements and evidence gathering

### **Administration**

- Maintain accurate, up-to-date records of all learner activity
- Complete reports, case notes, and monitoring data
- Use internal systems to track outcomes and performance

### **Safeguarding**

- Actively safeguard all learners and follow Barnet Mencap safeguarding procedures
- Identify and report concerns immediately
- Promote a safe and supportive environment at all times

### **Meetings**

- Attend team meetings, supervision, and multi-agency meetings
- Contribute to planning and review processes
- Follow through on agreed actions

### **Liaison & Working Relationships**

- Build strong relationships with learners, families, carers, and professionals
- Work collaboratively with external agencies including Jobcentre Plus, social services, and health services
- Support learners to engage with external services where needed

### **Health & Safety**

- Comply with all health and safety policies
- Ensure safe delivery of sessions in community and workplace settings

### **Training**

- Participate in ongoing training and development
- Maintain knowledge of employment support practices, autism, and learning disabilities

### **Supervision & Appraisal**

- Engage fully in supervision and appraisal processes
- Take responsibility for personal development and performance

**Equal Opportunities**

- Actively promote equality, diversity, and inclusion
- Ensure all work is delivered in a non-discriminatory and person-centred way

**Service Promotion**

- Represent Bright Futures and Barnet Mencap professionally
- Promote the service to partners, employers, and the wider community

**Additional**

- Work flexibly to meet the needs of the service
- Undertake additional duties appropriate to the role