



Job Description

Job Title:	IPS Employment Advisor
Reports to:	Operational Team Manager
Based:	West Yorkshire - Hybrid working with regular travel to Halifax Hub location. Daily travel around region required.
Hours:	37.5 hours per week
Company benefits:	5% Employer Pension Contribution Employee Assistance Programme Bike 2 Work Scheme Death in Service following successful completion of probation Travel expenses Competitive annual leave

Job Purpose

To deliver Individual Placement & Support (IPS) employment support (advice, guidance and mentoring) to vulnerable veterans to enable them to overcome the challenges of transition and achieve sustainable employment, as part of an active, independent and fulfilling life.

Principal Duties and Responsibilities

Employment Support

- Deliver IPS (person-centered) employment support to service users, enabling them to attain appropriate and sustainable employment.
- To work closely and liaise with the NHS Op-Courage clinical team in order to best position yourself to support the client group.
- Support service users to identify their challenges and barriers to employment and develop strategies to enable them to overcome these.
- Coordinate all aspects of employment and vocational support designed to equip the veteran to successfully move towards the civilian job market and enter or re-enter employment. Support should include:
 - Assessment of vocational and employment needs.
 - Career guidance to enable a vocational development plan to be agreed.
 - Advice and access to appropriate training and adult education provision.
 - Tailored employment support, including job search techniques, CV writing and interview preparation.
- Develop a network of employment leads.
- Provide an employment brokerage service engaging with local employers, to ensure that veterans obtain appropriate work experience placements and employment in accordance with their plans and aspirations.
- Work, as directed, to a set of appropriate annual performance targets.
- To adhere to the IPS model of support (training will be provided).

In Work Support

- Provide in-work and in-training support to veterans (and employers), to ensure the placement or employment is both appropriate and sustainable. Once the veteran is established in employment, continue to offer support as required.
- Ensure that all activities are accurately recorded on the relevant case management system in accordance with confidentiality policies and data protection legislation.
- Raise awareness and market the services of WWTW potential service users, employers and the local community.

Collaboration

- Engage and work closely with the other organisations in support of the service users including the NHS, Corporate Partners, other military and local charities, national and local government agencies, including Job Centre Plus.
- Develop a local network of contacts from the charity, public and private sectors to be aware of important developments in employment trends or information relevant to training or employment.
- Attend Individual Support Reviews, or provide written reports and assessments, as part of a multi-disciplinary approach.
- Ensure that service delivery complies WWTW's policies and procedures relating to Equality and Diversity and Vulnerable Adults.

Reporting and Data Capture

- Demonstrate a willingness to develop relevant knowledge and skills to support the proficiency of data entry onto the Salesforce system.
- Enter information/data from paper records onto Salesforce in a timely and efficient manner to ensure the information on the system is accurate and relevant.
- Maintain and develop the existing Salesforce database, ensuring new and existing records are complete to allow Managers to generate accurate data reports.
- Review and update contact records to ensure the information we hold remains accurate and up to date in compliance with GDPR legislation.

Organisation

WWTW is committed to ensuring a positive working environment and works to WWTW's key values.

Key Relationships

- Clients
- Regional Partners
- OP Courage
- Military charities
- National and local government agencies
- Local employers / training organisations
- Employment Team

Performance Management

All employees have a responsibility to participate in regular performance appraisals with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying their own training and development needs to meet their KPI's.

Health & Safety at Work

Attention is drawn to the responsibility of all employees to take reasonable care for the health & safety of themselves and other people who may be affected by their actions at work.

Equal Opportunities

WWTW is committed to being an equal opportunities employer and welcomes applicants from people irrespective of age, disability, gender reassignment, race, religion or belief, sex (gender), sexual orientation, pregnancy and maternity and marriage and civil partnership.

Safeguarding

It is the responsibility of every member of staff to safeguard and protect vulnerable adults, children and young people from abuse. All staff are expected to undertake mandatory training relevant to the role. All staff should familiarise themselves with the relevant Policies on safeguarding which are available on People HR.