



SE Employment Support Team Leader

Job Description and Person
Specification



Supported Employment Team Leader

Hours	Full Time (37 hours per week)
Leeds Mind Grade	Grade 4 – Point 27 (£35,880)
Contract	Fixed Term (1 year) – with possibility of further 2 years
Location	Clarence House, 11 Clarence Road, Leeds, LS18 4LB – with regular travel in the community to mentor IPS Employment Specialists. Driving Licence and access to a car is essential.
Annual Leave	28 days a year plus 8 Statutory holidays, rising to 31 days after 3 years
Pension	3% employer contribution, 5% employee contribution, enhanced by salary exchange
Probationary Period	6 months
Reporting to	Economic Inclusion Service Manager
DBS Check Level	Enhanced

Introduction

We have faith and optimism in the people who access our services and so delivery is built around their needs. We support the people of Leeds West Yorkshire to discover their own resources to ‘recover’ from periods of poor mental health, and to live life independently with their mental health difficulties. Our values of Being Open, Supportive, Brave, Connected and Resourceful are pivotal to the work we do.

This role sits within Leeds Mind’s employment and economic inclusion services and is central to the delivery of high-quality Individual Placement and Support (IPS). The post holder will lead a team of Employment Specialists, ensuring the service operates with strong IPS fidelity, achieves positive employment

outcomes, and contributes to the wider recovery goals of people experiencing mental health difficulties.

Belonging at Leeds Mind

Leeds Mind is committed to creating an inclusive environment – equity, diversity and inclusion are at the heart of everything that we do.

We are committed to ensuring that our colleagues, volunteers and people who access our services feel a sense of belonging at Leeds Mind that gives them the confidence to share their unique perspectives and experience.

By creating an inclusive environment that fosters belonging, we aspire to attract colleagues and volunteers who offer diversity of experience and thought. We believe this will ultimately improve the service we provide as well as the employee and volunteer experience.

To find out more about how we are developing this you can click [here](#).

Purpose of the role

The Employment Support Team Leader will lead and support a team of Employment Specialists delivering high-quality supported employment in line with the Supported Employment Quality Framework (SEQF) and the Individual Placement and Support (IPS) model. The role is responsible for ensuring practice is person-centred, strengths-based and recovery-focused, supporting people with mental health needs, neurodiversity and learning disabilities to gain and sustain paid employment.

The post holder will provide strong day-to-day leadership through supervision, coaching and performance management, embedding quality, inclusive practice and reasonable adjustments across the service. Working in partnership with clinical teams, employers and local stakeholders, the Team Leader will ensure delivery is trauma-informed, values-led and aligned with IPS fidelity. They will also support Employment Specialists to progress through structured induction, training and competency frameworks.

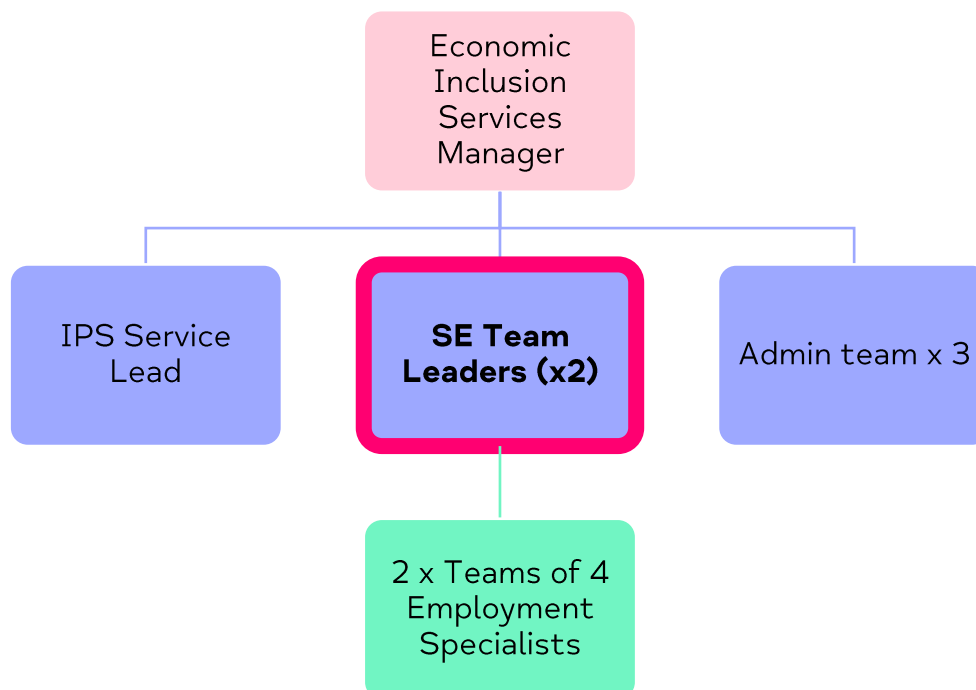
Team Structure

The Employment Support Team Leader reports to the Economic Inclusion Services Manager and line manages a team of Employment Specialists delivering

supported employment in line with the Supported Employment Quality Framework (SEQF) and the Individual Placement and Support (IPS) model.

The role works closely with other Team Leaders, clinical partners, community partners, peer support roles and wider Leeds Mind services to ensure a coordinated, multidisciplinary approach to inclusion, recovery and sustained employment outcomes. The post holder plays a key role in embedding consistent quality, reasonable adjustments and inclusive practice across services supporting individuals with co-occurring mental health needs, neurodiversity and learning disabilities

See diagram below, the role you are applying for is highlighted in **PINK**:-



Main Tasks and Responsibilities

- Lead and manage an employment support team to deliver high-quality supported employment in line with the Supported Employment Quality Framework (SEQF) and the Individual Placement and Support (IPS) model.
- Ensure service delivery is person-centred, strengths-based and inclusive, with appropriate reasonable adjustments to support individuals with co-occurring mental health needs, neurodiversity and learning disabilities.
- Oversee a comprehensive quality assurance framework, including SEQF-aligned self-assessment, service user feedback, co-production activity and IPS fidelity reviews delivered in partnership with IPS Grow.

- Lead the team through internal and external quality and fidelity reviews, ensuring learning is translated into clear improvement actions, strengthened practice and sustained adherence to SEQF principles and IPS fidelity standards.
- Line manages, supervise and coach Employment Specialists, providing regular solution-focused supervision, reflective practice and effective caseload management.
- Monitor individual and team performance against employment outcomes, quality indicators and service standards, supporting staff to meet and exceed expectations.
- Foster a positive team culture that promotes reflective practice, continuous improvement, equality, diversity and trauma-informed working.
- Identify learning and development needs and support the design and delivery of in-house training, peer learning and practice development aligned with supported employment best practice.
- Provide leadership on employer engagement and job development, ensuring high-quality employer relationships that support inclusive recruitment and job sustainability.
- Work collaboratively with clinical teams, peer support roles, external agencies and training providers to deliver coordinated, holistic support that promotes recovery, inclusion and sustained employment.
- Contribute to service monitoring, reporting, budget oversight, marketing and service promotion, including the collection and sharing of employment recovery stories and impact outcomes.
- Ensure Employment Specialists develop, evidence and sustain competence in line with IPS fidelity requirements, organisational competency frameworks and professional standards.

Organisation

- Participate in 1:1s, performance and development, including Leeds Mind compulsory training programme
- Attend and participate in service/team meetings

- Work within the framework of Leeds Mind's policies and procedures
- Promote the values, behaviours and ethos of Leeds Mind
- Provide leadership and guidance to staff in managing and reporting safeguarding concerns, risk and complex situations, ensuring confident, ethical and person-centred decision making in line with organisational policy.
- Undertake any other reasonable duties as and when required

Person Specification

	Essential	Desirable
Knowledge/Qualifications	<ul style="list-style-type: none"> • Educated to degree level or able to demonstrate equivalent relevant professional experience. • Strong knowledge of supported employment approaches, including SEQF and IPS principles and recovery-focused practice. • Knowledge of mental health, neurodiversity, learning disabilities and the barriers people may face in accessing paid employment. • Understanding of relevant employment, equality, safeguarding and disability legislation and policy. • A full, current driving licence and access to a vehicle for business-related travel. 	<ul style="list-style-type: none"> • IPS and/or SEQF training and/or qualification. • Level 3 (or above) Diploma in Employability Services, Advice & Guidance or equivalent. • Training linked to neurodiversity, reasonable adjustments or inclusive employment practice.
Skills/Ability	<ul style="list-style-type: none"> • Strong leadership, people management and coaching skills. • Excellent communication, listening and motivational skills, with the ability to adapt style to different audiences. 	<ul style="list-style-type: none"> • Experience of designing, delivering or coordinating training and practice development. • Ability to support quality self-assessment or service improvement activity.

	<ul style="list-style-type: none"> ● Ability to build trusting, effective relationships with individuals, staff, employers and partner organisations. ● Ability to embed person-centred, strengths-based and inclusive practice across a service. ● Confidence in using quality frameworks, performance data and reflective practice to improve delivery. ● Ability to work independently, prioritise effectively and manage competing demands. ● Strong IT skills, including Microsoft Office applications and digital recording systems. 	
<p>Experience</p>	<ul style="list-style-type: none"> ● At least two years' experience supporting people with mental health needs, neurodiversity, learning disabilities or related support needs. ● At least two years' experience working within employment, employability or supported employment services. ● Experience of supervising, managing or mentoring staff. ● Demonstrable experience of working to outcomes, targets and quality standards. 	<ul style="list-style-type: none"> ● Experience delivering IPS services and/or SEQF-aligned supported employment. ● Experience of participating in or leading quality reviews, fidelity reviews or similar assurance processes. ● Experience of partnership working across health, social care and/or voluntary sector settings. ● Experience of employer engagement and job development within inclusive recruitment contexts.

	<ul style="list-style-type: none"> ● Experience of contributing to service development and managing change. 	
Behavioural	<ul style="list-style-type: none"> ● Motivated, confident and resilient. ● Non-judgemental, empathetic and committed to recovery-focused practice. ● Lives our values every day – Being Open, Supportive, Brave, Connected, and Resourceful. ● Open to change and able to work flexibly in line with the needs of the service/organisation. ● Commitment to working in partnership with service users, management, and staff. ● Understanding of the challenges faced by people experiencing mental health difficulties. ● Demonstrate a commitment to equality and diversity in the workplace. ● Commitment to safeguarding clients and others you may come into contact with as part of your role. 	<ul style="list-style-type: none"> ● Lived experience of mental health difficulties, disability or neurodiversity. ● Strong understanding of the impact of inequality and discrimination on employment outcomes.