

**ROLE DESCRIPTION:**  
**Good Work IPS Employment Specialist**



<b>Role title:</b>	<b>Good Work Individual Placement Support Employment Specialist</b>
<b>Grade:</b>	Pay scale - NJC Pts. 20: £32,597 – 28: £39,152 per annum (pro rata)
<b>Contract end date:</b>	Role funded until March 2027
<b>Annual Leave:</b>	27 days per annum (pro rata)
<b>Working relationships:</b>	Reports to: Workforce Development and EDI Manager Line Manages: IPS Peer Support Consultant
<b>Location:</b>	Hybrid: Remote, based at our Manchester HQ & community locations across Manchester (may include GM locations)
<b>Hours of work:</b>	37.5 hours per week, with some evening and weekend work as required
<b>Role Summary:</b>	<p>You will work with a caseload of young people who have mental health support needs, to assist them in securing sustainable paid employment in line with their preferences. Alongside the Peer Consultant your role is to empower young people and advocate on their behalf in employment.</p> <p>You will deliver the Individual Placement and Support (IPS) approach (for which training will be given), providing person centred advice and guidance to young people.</p> <p>An important part of the role is to build positive relationships with local/national employers to enable young people to move into suitable paid employment. This role also includes providing support to employers in embedding good practice for employees around emotional health and wellbeing.</p> <p>We require someone who can work on their own initiative and has confidence and expertise in networking to be able to promote the IPS project to employers around the benefits of this model of work.</p>
<b>Date:</b>	V1 06/10/2017 / V2 12/02/2025
<b>Version:</b>	FINAL
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## Main Responsibilities of IPS Employment Specialist

### 1.0 Core Responsibilities:

- 1.1 Manage a caseload of approximately 20 young people who have mental health support needs who are motivated to start/return to work.

- 1.2 Deliver the Individual Placement and Support (IPS) approach for which training will be given. Click the link for further info – <https://ipsgrow.org.uk/careers/why-work-in-ips/ips-employment-specialist/>
- 1.3 Meet and support young people to understand their key skills, aspirations and goals through completing a Vocational Profile and produce an Action Plan to help them obtain and sustain competitive employment. This may include support with their job search, CV production, application forms, interview techniques and career development.
- 1.4 Assess the person's support needs related to work which may include benefits/welfare advice, disclosure of mental health symptoms etc, and provide support & guidance.
- 1.5 Attend relevant meetings including team meetings and whole team meetings as an embedded IPS practitioner.
- 1.6 Source job opportunities for young people through tailored job searches and regular contact with employers to explore employment opportunities.
- 1.7 Provide education and support to employers, as agreed with the young person, which may include negotiating adjustments, return to work strategy and on-going contact with the employer to ensure job retention.
- 1.8 Build relationships with 42nd Street colleagues/teams to engage and generate referrals and create collaborative working partnerships.
- 1.9 Once employment has been secured continue to provide quality service through regular contact, effective monitoring and in-work support to young people and employers to help sustain employment.
- 1.10 Manage a peer consultant and work with them to develop a framework for employers to help them meet the needs of young people with mental health difficulties.

## **2.0 Relationship Management:**

Establish positive and integrated relationships with the various teams, employers and other service providers. This includes:

- 2.1 To build and maintain employer relationships and maintain employer engagement database.
- 2.2 Arrange regular meetings with young people to monitor and review progress pre- and post-employment.
- 2.3 Network and build relationships with employers, to negotiate job opportunities that meet everyone's strengths, needs, abilities and preferences.
- 2.4 Understand and challenge inequalities experienced by young people and address existing discrimination, whilst ensuring a process of learning for the organisation.

2.5 Work with employers to promote the service, identify job opportunities and ensure appropriate strategies are in place to reduce barriers in the workplace – this can include exploring 'hidden' job opportunities further to create employment opportunities.

2.6 To develop effective working relationships with a range of external agencies who can help young people to achieve their employment goals. This may include local colleges and training providers.

### **3.0 Other:**

3.1 To adhere to administrative and data capture protocols which record the progress of young people, and to keep accurate and complete records of casework.

3.2 To work independently, reliably and deliver consistently to deliver an effective IPS practice model.

3.3 To work confidently with the Marketing and Comms manager to ensure the effective marketing of the IPS project.

3.4 Ensure that effective monitoring and evaluation systems are adhered to and keep abreast of changing themes through working closely with the 42nd Street data, monitoring and evaluation team.

3.5 To support the Peer Consultant to consult with young people for the ongoing development of the IPS project.

3.6 To collect quarterly case studies based on young people's journey within the IPS programme.

3.7 Ensure that all relevant policies are implemented such as information governance, safeguarding etc.

3.8 Partake in continuous learning about mental health conditions, their impact and how they can be managed and undertake mandatory training as required.

3.9 Work flexible hours as required.

### **4.0 Location:**

4.1 The Space, 87-91 Great Ancoats Street, Manchester, M4 5AG.

*The principal responsibilities are not an exhaustive list of duties, only a general guide to the post. In consultation with the Chair, the duties may change from time to time to reflect the changing needs of the service.*

	CRITERIA	ESSENTIAL	DESIRABLE
<b>1.0</b>	<b>Essential qualities</b>		
	<b>The successful individual will have:</b>		
1.1	<b>Qualifications and training</b> <ul style="list-style-type: none"> <li>Educated to a degree/diploma level or equivalent experience (Youth Work, Social Work, Teaching, Psychology)</li> </ul>	X	
1.2	<b>Experience</b> <ul style="list-style-type: none"> <li>2 years' experience of working with young people with mental health support needs, (or a similar group) within health, youth service, children's services or the voluntary sector</li> <li>Experience of working with young adults on a one-to-one basis</li> <li>Experience of caseload management                             <ul style="list-style-type: none"> <li>Experience of managing multiple tasks at any one time</li> <li>The ability to engage with employers</li> </ul> </li> <li>Experience of working alongside funders/commissioners to influence decision makers on behalf of young people</li> <li>Identifying and contacting employers to ensure partnership working and maintenance of employer relationship.</li> <li>Brokering the relationships between young people and employers to ensure the positive employment experience for all.</li> <li>Experience of working confidently and proactively to influence decision-makers</li> </ul>	X	
1.3	<b>Knowledge</b> <ul style="list-style-type: none"> <li>An understanding of the employment needs, and challenges faced by people who experience mental health difficulties</li> <li>Knowledge of a broad range of networks and organisations to create employment opportunities for young people</li> <li>Developing a knowledge of a broad range of occupations and jobs</li> <li>Able to use IT and tools such as MS Word, PowerPoint and Excel                             <ul style="list-style-type: none"> <li>Ability to use Excel confidently and develop presentations with the data gathered.</li> </ul> </li> </ul>	X	

1.4	<b>Skills</b> <ul style="list-style-type: none"> <li>• Good motivational, listening, communication and networking skills with both young people and employers.</li> <li>• Confidence in your interpersonal skills and ability to build rapport with a range of people including young people, employers and funders/commissioners.</li> <li>• Good organisational ability</li> <li>• Proven experience of meeting and exceeding outcomes and targets</li> <li>• Ability to build close, trusting and productive relationships with young people</li> <li>• Understand the importance of working collaboratively within the various 42nd Street teams to ensure the success of the project</li> <li>• Ability to work independently and use initiative to develop and promote a service to referrers, young people and employers</li> </ul>	X	
1.5	<b>Personal qualities</b> <ul style="list-style-type: none"> <li>• Non-judgemental and trustworthy</li> <li>• Empathy with the needs of those with mental health support needs</li> <li>• Passion and drive to make a positive difference to people's lives</li> <li>• Highly motivated with a genuine belief that someone with a mental health condition can find paid employment</li> <li>• Resilient and tenacious to not give up despite setbacks and frustrations</li> <li>• Self-aware of personal strengths and weaknesses and actively invest in personal and professional development</li> <li>• Willingness to travel within Greater Manchester</li> </ul>	X	
<b>2.0</b>	<b>Desirable qualities</b>		
	<b>The successful candidate will have:</b>		
2.1	<b>Qualifications and training</b> <ul style="list-style-type: none"> <li>• Trained in IPS approach</li> <li>• Level 3 Diploma in Employability Services Sector Qualification</li> <li>• QCF in Advice &amp; Guidance (Level 3)</li> </ul>		X
2.2	<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of supporting people to obtain or keep work</li> <li>• Experience of working within mental health services</li> <li>• Personal lived experience of recovery from mental health difficulties</li> <li>• Previous experience of delivering a service using the IPS model is a bonus</li> </ul>		X
2.3	<b>Knowledge</b> <ul style="list-style-type: none"> <li>• Knowledge of the benefits agency and all disability/employment related benefits</li> </ul>		X
2.4	<b>Skills</b> <ul style="list-style-type: none"> <li>• Outstanding interpersonal skills and ability to build rapport with a range of people</li> <li>• Good organisational ability</li> <li>• Natural ability to build close, trusting and productive relationships with people</li> <li>• Team orientated and works collaboratively within a mixed-disciplinary team</li> </ul>		

<b>3.0</b>	<b>Time Commitment:</b>		
	<b>The successful individual will be able commit to the following:</b>		
3.1	Evening and weekend work when necessary	X	
3.2	Full time hours	X	