



## JOB DESCRIPTION

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<b>Job Title:</b>	Under 25's Employment Coordinator	<b>Reports to:</b>	Under 25's Senior Employment Coordinator
<b>Division:</b>	Employ Jersey (JET) Ltd	<b>Hours:</b>	38
<b>Salary:</b>	£32,728		

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### JET mission statement

Our aim is to empower and facilitate people in Jersey with a disability and/or long-term health condition. To maximise their potential to gain and maintain open employment through individual training and support.

### Job Purpose:

To provide a comprehensive and coherent transition from education service to people with neurodiversity, disability, and/or long-term health condition. To assist clients to develop a variety of skills, enabling them to progress towards their volunteering, training, and employment goals.

To link with schools, colleges and the Children, Young Persons, Skills and Education (CYPES) Department to provide a transition service to people with disabilities from age 14 onwards. To manage a caseload of clients and coordinate Employment Action Plans which will enable clients to increase their confidence and skills. To provide a range of support to clients to enable them to reach their employment goals and to work closely with all other service areas of JET. To work in partnership with other agencies and organisations that can provide additional support to people with a disability and/or long-term health condition.

### Principal Accountabilities:

1. To work in partnership at all times with the young person, and build a professional relationship, to maximise their ownership and control of the process of transition, further education, training and finding employment. Meetings will be on JET premises, or at appropriate locations in the community.
2. To liaise with schools and college to link with the young person in transition and gain insight and information regarding their specific learning and support needs.
3. To attend professional meetings with/relating to the young person, either at school, college or with an external agency.
4. To provide information, advice and guidance on training, education, support and employment options available locally.
5. To assist young people to formulate goals and realistic job aspirations and to assist and facilitate in a self-assessment process that leads to an agreed Employment Development Plan for each young person.

6. To liaise with school/college staff, parents or carers of the young person in transition to ensure they are aware of and understand the training and employment pathway available to them through JET's Training and Development or Employment Services.
7. To facilitate, develop and deliver where necessary, appropriate training to assist individuals in the development of employability skills, within schools/colleges & JET environments.
8. To liaise with employers and source work experience and work trial placements to facilitate acquisition of skills and clarification of job aspirations.
9. To provide appropriate pre-employment support including assistance in job search activity, preparation of applications and CV's and directly canvass employers on an individual's behalf.
10. To provide or coordinate and supervise one-to-one on-the-job training during an individual's induction to work or when additional training is required. To ensure monitoring and review takes place to assess levels of support needed at these times.
11. To undertake environment checks and identify appropriate reasonable adjustments within the workplace prior to the commencement of a work experience, trial, or job placement.
12. To seek advice and guidance from the Occupational Therapist within the Trust regarding any specific adaptations or alterations to premises or work routine that may be required to meet individual requirements.
13. To promote the skills and abilities of people with disabilities to employers and potential co-workers, providing information, advice, and training when appropriate.
14. To signpost and refer to relevant agencies and organisations when required.
15. To support clients in any of the Trust's training schemes (Acorn Nursery, Reuse, Woodshack), as required, to enable clients to develop their workplace skills.
16. Maintain Quality Assurance systems including databases, personal records, and data in line with the data protection law and as directed by line manager. Complete required admin within identified timeframes.
17. Work within current legislation and adhere to policies and procedures within JET e.g. Adult Safeguarding procedures, Health and Safety procedures and helping ensure client risk assessments are in place and kept up to date.
18. To identify any safeguarding issues and bring them to the immediate attention of the line manager and/ or senior management team. To ensure your knowledge of safeguarding is kept up to date by attending training and being aware of the reporting processes.

## **Secondary Duties:**

1. To promote the service when required, attending events and participating in presentations.
2. To participate in specific and generic training for personal career development and assist in the delivery of such events to fellow co-workers when deemed appropriate.

3. To provide cover across the organisation for colleagues as directed by managers within the Trust.
  
4. To provide appropriate clerical cover, answering phones etc to ensure the smooth and efficient running of day-to-day operations.

### Knowledge, Skills, Experience, Qualifications:

		Essential	Desirable
1.	A good general educational background.	√	
2.	A professional qualification in Teaching, Training, Occupational Therapy, Supported Employment, Human Resources.		√
3.	Support work experience/experience of working with people with disabilities and/or health conditions.	√	
4.	IT skills and competent in MS Office applications.	√	
5.	Excellent communication and presentation skills both oral and written.	√	
6.	Ability to organise own workload and work under pressure with minimal supervision.	√	
7.	A positive attitude towards people with disabilities and an understanding of the barriers they face in trying to enter the labour market.	√	
8.	Knowledge of Health and Safety in the workplace and Data Protection laws.	√	
9.	Experience of providing vocational training.		√
10.	An ability to market the service and liaise with external agencies, employers, and educational establishments.	√	
11.	Experience and /or understanding of the Jersey Education Framework and Jersey Children's First.	√	
12.	Experience of working in a multi-agency environment.		√
13.	An ability to work within a team and share information with co-workers.	√	
14.	5 years' residency or deemed residentially qualified	√	
15.	Driver's licence and own transport	√	

October 2024