Job Title: Employability Lead

Section: Unity Works

Responsible to: Head of Operations

Salary: £26,290

Unity Works seeks to promote equality and inclusion by Supported Employment and training towards employment for adults 16+ with a Learning Disability or other additional support need. Through opportunity to gain work experience, skills for employment and build confidence in applying for jobs.

In the role of a **Employability Lead,** you will be expected to carry out the following Duties and Responsibilities:

* Look after the day to day running of your project
* Establish and maintain referral routes: to the project- which will support people who access a number of Unity projects.
* Attend networking events promote Unity Works and identify partnerships
* Lead on the development of a new Employability programme, which supports people with their own unique journey towards employment
* Develop and maintain a framework which plans a client’s journey through the employability programme
* Develop and maintain business contacts and employers who are willing to provide work experience and or employment opportunities to clients.
* Represent Unity works at sector specific networking and strategy groups
* Liaise with Commissioning teams and provide accurate monitoring
* Effectively use performance management systems to motivate and encourage your staff team
* Manage staff leave, sickness
* Ensure staff are aware of changes to practice, or protocols and roll out information to staff teams in an accessible way i.e. Policies, changes to local guidance
* Treat everyone with respect and dignity
* Provide accurate information to Payroll and Finance teams
* Ensure all files are up to date and accurate
* Provide practical support to the employability team in terms of time and input as required
* Other appropriate duties as directed by Head of Operations

Knowledge, Skills & Qualifications

* Ideally you would hold an SVQ4 in Social Care or Management of a Social Care Service, or be willing to work towards this
* A Management Qualification is desirable
* Experience of leading a team
* Previous experience of working in a similar setting would be desirable, previous experience of work within the Employability sector is essential
* You should also be aware of Safeguarding policy and be confident in the reporting process for Child and Adult Protection.
* A driving license can access to a car are essential
* You will also be expected to adopt and promote Unity’s Values in all aspects of your work

The successful applicant for this post will be required to have a Criminal Record Check via the Protection of Vulnerable Groups scheme in accordance with Unity’s safer recruitment policy