



JOB ADVERT

Job Title: Employment Officer

Hours of Work: Fixed term contract until 31st March 2022. 4 days per week (32 hours) – days to be agreed upon appointment.

Workplace: Across the Black Country region where required

Are you passionate about:

- **Supporting Deaf and Hard of Hearing people to have a more active part of society?**
- **Breaking down barriers that exist in the workplace, education, training or society in general?**
- **Encouraging Deaf and Hard of Hearing people in gaining self-confidence and self-belief?**
- **Understanding and providing access solutions to daily barriers faced by Deaf and Hard of Hearing people?**
- **Inspiring and mentoring Deaf and Hard of Hearing people in their journey through their adult working lives?**

If so, you are the kind of person we are looking for to lead and deliver this project. Please contact Chris Beech at chris@zebra-access.com or call 01902 421919 for an informal discussion or for more details about the role.

How to apply: Send your CV and a covering letter stating why you are the best person for this job by email to chris@zebra-access.com or by post to Zebra Access, Creative Industries Centre, Wolverhampton Science Park, Glaisher Drive, WV10 9TG.

Application deadline: 22nd May 2020

Interviews: To be conducted over Facetime/WhatsApp/Zoom within 2 weeks of deadline



JOB DESCRIPTION

JOB TITLE: Employment Officer (Funded by Community Fund)

PLACE OF WORK: Post will be based at various sites across the Black Country region (i.e. Wolverhampton, Walsall, Sandwell and Dudley).

PURPOSE OF JOB: To provide an advice, guidance and support service to Deaf and hard of hearing people to assist them in accessing mainstream training, learning, and employment /self-employment opportunities

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

- Identify unemployed Deaf and hard of hearing people within our funding criteria supporting them to enter/re-enter education and sustained employment. This will include: working on a 1:1 basis with each client to develop an Action Plan and support them to set and achieve their own goals, setting up and facilitating outreach facilities to ensure all beneficiaries across a wide geographical area can access the service; working with other agencies and referring clients as necessary in addition to networking and engaging with employers to cultivate employment and work experience opportunities.
- Design, develop, deliver and support training where applicable.
- Engage with Deaf and Hard of Hearing groups and organisation to raise the profile of the service.
- Engage with Service providers (i.e. employers, training organisation, local health authorities, Job and Benefits Offices) to secure training opportunities, referrals, work placements and employment.
- Refer clients to appropriate services where applicable to ensure they receive independent support and advice.
- Facilitate hubs/workshops for job searching and related skills to groups of Deaf and hard of hearing people.
- Maintain a high quality service by achieving targets negotiated with your line manager.
- Accurately input data relating to individual clients electronically as required.
- Provide monthly monitoring information and statistics on targets achieved.
- Gather feedback from clients of our service using questionnaires or focus groups.
- Provide case studies on client experiences.
- Develop inter-departmental knowledge to increase commercial gain for the



organisation.

- Continually update your own knowledge on opportunities and support available to ensure you give accurate information and advice to Deaf, hard of hearing people and service providers.
- Flexibility in your working hours will be required as you may be asked to represent the organisation at meetings out of working hours or complete any other duties and responsibilities that are commensurate with this role.
- Respect confidentiality and carry out all the responsibilities in a professional manner at all times in compliance with all of Zebra Access policies.

Date: May 2020



ZEBRA
access



PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
QUALITIES/ KNOWLEDGE	
<ul style="list-style-type: none"> • Minimum of GCSE level Education or equivalent • Fluent BSL user or BSL level 3 or ability to sign at that level. • Understanding of the issues facing Deaf and hard of hearing people particularly with regard to employability, training and education • Knowledge of equal opportunities, the Equalities Act and the Disability Equality Duty • Understanding different strategies of effective client caseload management including maintaining confidentiality and monitoring progress • Working on own with minimal supervision 	<ul style="list-style-type: none"> • General knowledge of Personnel/HR procedures • Awareness of the local labour market • Experience of networking with a wide group of people, and facilitating and/or organising meetings and events, specifically with employers or external organisations • Knowledge of current government employment programmes and other benefits available to disabled people
EXPERIENCE	
<ul style="list-style-type: none"> • Experience in using range of IT software (i.e. MS Office; Internet and/or other software packages, online communication technologies such as Emails, FaceTime and so on). • Achieving agreed project outcomes and results within allocated timescales. • Demonstration of effective management of work caseloads and progress monitoring. • Proven first rate communicator who is able to build rapport effectively across a range of contacts/networks (evidence of existing networks an advantage) 	<ul style="list-style-type: none"> • Experience of working paid/unpaid in a variety of business sectors e.g. education, employment, training, industrial or commercial services • Experience of design and delivery of training on a 1 to 1 basis and/or group setting • Significant experience in assessment, advice & guidance
OTHER INFORMATION	
<ul style="list-style-type: none"> • You will need to demonstrate a willingness to travel and occasionally 	<ul style="list-style-type: none"> • Full current driving licence required with access to a vehicle for work



<p>working out of normal office hours as when required.</p> <ul style="list-style-type: none">• Appointment is subject to an Enhanced Disclosure and Barring Service check.	<p>purposes (consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a licence).</p>
---	---

Date: May 2020



TERMS AND CONDITIONS

Listed below are some of the key benefits of working with us

A statement of the main terms and conditions of service will be supplied upon offer of appointment. The information given below is intended as a guideline for candidates.

POST: Employment Officer (4 days per week – days to be agreed).

CONTRACT TYPE: Fixed term to 31 March 2022.

SALARY: The salary for this post is £23,000 per annum pro rata.

PROBATIONARY PERIOD: Confirmation of appointment is subject to the successful completion of a 3-month probationary period.

HOURS: 32 hours per week but from time to time it may be necessary to work additional hours to complete your duties which time in lieu will be awarded accordingly.

HOLIDAYS: The annual leave year is from 1 January to 31 December. The entitlement for this post is 20 days plus 8 days statutory holidays pro rata per year with additional privilege days awarded at the discretion of the board.

PENSION: Pension scheme is available to all Zebra Access employees.

EQUAL OPPORTUNITIES: Zebra Access has an Equal Opportunities Policy and all employees are expected to develop an understanding of and commitment to equal opportunities.

This post is exempt from the terms of the Rehabilitation of Offenders Act exemption order 1975) and you are therefore required to disclose all criminal convictions and cautions including those, which are 'spent'. This post is also subject to a Disclosure and Barring Service clearance (formerly Criminal Records Bureau clearance) Access NI / Disclosure Scotland clearance. All successful candidates must satisfactorily clear a criminal records and ISA Vulnerable Adults Barred List check.