



Employment Specialist



31.5 Hours



Programme Leader



Standard DBS



Maths and English (GCSE Grade C/4 or equivalent)



Bristol, Community Based, Hybrid

Purpose

The Supported Employment Specialist enables people with disabilities, neurodiverse conditions, poor mental health, or other complex barriers to achieve and sustain meaningful paid employment that aligns with their goals. The role drives measurable outcomes by delivering high-quality, person-centred support in line with supported employment fidelity models, ensuring participants progress from vocational profiling through to successful job retention.

The postholder is responsible for building strong employer partnerships, securing suitable job opportunities, and coordinating workplace adjustments to support long-term success. Working collaboratively with multidisciplinary mental health teams, community organisations, and the wider regional employability network, the role strengthens pathways into work and promotes inclusion, independence, and wellbeing.

Objectives

Supported Employment Service Delivery

- Deliver the SEQF model in line with fidelity requirements and the SEQF five-stage framework.
- Engage participants through vocational profiling, goal setting, and action planning.
- Implement rapid job search approaches aligned to participant preferences and strengths.
- Provide ongoing in-work support to maximise job retention and progression.

Employer Engagement and Partnerships

- Build and maintain strong relationships with local employers to create inclusive job opportunities.
- Negotiate reasonable workplace adjustments and promote inclusive employment practices.
- Work collaboratively with community organisations, health services, and partner agencies.

Performance, Outcomes and Recording

- Achieve individual caseload outcomes and performance targets.
- Maintain accurate, timely, and compliant records on all client management systems.
- Contribute to service monitoring, evaluation, and continuous improvement.

Safeguarding, Equality and Wellbeing

- Uphold safeguarding responsibilities and respond appropriately to identified risks or concerns.
- Promote equality, diversity, and anti-discriminatory practice in all areas of work.
- Ensure health and safety standards are met for participants, employers, and colleagues.

Community and In-Work Support

- Travel across the region to provide community-based and in-work support.
- Maintain a visible presence within local communities to strengthen referral pathways and outcomes.

Key Relationships

- People we support
- Families and carers
- Fellow Support Workers and wider team
- Health professionals (e.g. GPs, nurses, therapists)
- Social workers and care coordinators
- Community groups and activity providers
- Volunteers
- External agencies (e.g. housing, benefits support, transport services)
- Compliance, safeguarding, and quality assurance teams

Essential Criteria

- Operational management experience in employability or similar services.
- GCSE Maths & English (Grade C/4 or equivalent).
- Experience in business planning, budgeting, and performance management.
- Knowledge of SEQF principles.
- Strong stakeholder and employer engagement skills.
- Excellent communication and interpersonal skills.
- IT literacy (Word, Excel, CRM).

- Ability to travel and work flexibly

Desirable: Qualification in Supported Employment, understanding of welfare benefits, relevant degree in employability, psychology, or health/social care.

Specialist Skills

- Person-Centred Practice: delivering support tailored to individual needs, preferences, and outcomes.
- Leading & Managing Partnerships: building effective relationships with stakeholders, employers, and services.
- Compliance & Recording: keeping accurate records and ensuring adherence to policies, procedures, and regulatory requirements.

Why Join Us?

- Accredited SEQF Level 3 training.
- Professional development opportunities.
- Competitive salary and benefits.
- Make a measurable impact on inclusive employment in the region.

Skills and behaviours you need for this role

CORE SKILLS

Skill	Level required for role	What this means
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Data Literacy						Individuals at this level apply data analysis, GDPR compliance, and reporting skills to generate insights that inform business operations and workforce planning.
Digital Skills						Individuals at this level apply digital skills and security awareness to enhance efficiency, data protection, and workplace collaboration.
Governance and Compliance						Individuals at this level apply governance and compliance principles to maintain operational integrity, risk management, and regulatory adherence.
Commercial Awareness						Individuals at this level apply financial principles to track spending, manage department budgets, and support financial decision-making. Budget Control: Responsible for budget setting, tracking, and reporting for their area, ensuring financial efficiency and accountability
Health and Safety						Individuals at this level apply health and safety policies in their daily roles and actively contribute to maintaining a safe and healthy working environment.
Inclusion						Applies inclusive practices in daily work and actively considers the needs of others.

BEHAVIOURS - VALUES

Behaviour	Level required for role					What this means
Equip						Individuals at this level actively apply preparation and consistency, ensuring access to accurate information and efficient workflows.
Involve						Individuals at this level actively engage others in discussions, collaboration, and decision-making.
Support						Individuals at this level actively provide support, encouragement, and advocacy for others.
Recognise						Individuals at this level actively practice clear communication, listening, and responsiveness in their interactions.
Challenge						Individuals at this level apply accountability, adaptability, and positive risk-taking to their work, ensuring progress and improvement.

COMPETENCIES

Behaviour	Level required for role					What this means
Active Listening						Listens actively in routine interactions and responds in ways that encourage collaboration and trust.
Attention to Detail						Consistently produces accurate work and ensures all key details are considered.
Collaboration						Collaborates with the right people at the right time to inform actions and decisions in day-to-day work.

Creativity and Innovation						Regularly applies creative thinking and contributes innovative ideas to improve work processes.
Customer-Centric						Proactively ensures positive customer experiences and resolves issues effectively.
Flexibility						Adapts effectively to daily changes in priorities, tasks, and team needs.
Networking and Relationship Building						Actively builds professional relationships and uses networking to enhance collaboration.
Planning and Organising						Plans and manages tasks effectively, ensuring efficient completion of work.
Reliability						Manages their own workload reliably, meets expectations, and follows through on commitments.
Resilience and Perseverance						Effectively handles setbacks and stays focused on long-term success.