

# Job Description and Person Specification

## Supported Employment Partnership Coordinator

A Lambeth to be proud of



**Job Title: Supported Employment Partnership Coordinator**

**Department: Economic Inclusion, Skills and Employment**

**Division: Economy, Culture and Skills**

**Business Unit: Climate and Inclusive Growth**

**Grade: PO3**

**Reports to: Supported Employment Service Manager**

**Responsible for: Compliance and Fidelity Officer**

## **Context**

The Skills and Employment team play a key role in Lambeth Council's ambition to ensuring that all residents can access high-quality employment support, whatever their circumstances. Nationally, economic inactivity due to ill health has risen significantly, and we see the effects of this locally - particularly for residents with disabilities and long-term health conditions. We know that the rising cost of living continues to affect our communities, with financial resilience a growing challenge for many. We also know that employment plays a key role in reducing inequality, improving health and wellbeing, and strengthening community resilience, with the work of the Skills and Employment team directly supporting the ambitions of *Lambeth 2030: Our Borough, Our Future* - helping to create a fairer, safer, and more inclusive borough for everyone.

**Connect to Work** is a new five year, national employment support programme funded by the Department for Work and Pensions offering long-term, focussed support for Lambeth residents facing the greatest barriers to employment. Connect to Work in Lambeth will be delivered through a hybrid model of direct delivery through the BeLambeth Employment Support Service and local commissioning, ensuring residents receive tailored, high-quality advice that meet their individual needs and provides support to move into and sustain employment.

## **Job Purpose**

- This is a pivotal role in developing and expanding pathways into supported employment for young people and adults with SEND and other complex needs. The postholder will act as a key link between Skills & Employment and Lambeth's internal teams including Children's and Adult Social Care, SEND, Leaving Care and Youth Offending Services, ensuring a joined-up, borough-wide offer.
- A core part of this role is supporting delivery of Lambeth's Connect to Work programme, working closely with adult social care teams to identify and promote supported employment as a viable pathway into paid work. The postholder will also liaise with supported employment specialists to build clear referral routes, and provide advice and guidance to the SEQF team to support continuous service improvement and accurate tracking of participant progress.
- By leveraging Lambeth's strategic policy levers and networks, you will drive the creation of new supported employment opportunities, promote inclusive recruitment practice and

help people with additional support needs to achieve sustainable employment outcomes.

### **Supported Employment (Connect to Work)**

- **Work closely with Adult Social Care teams and local providers** to establish and maintain robust referral pathways into the Connect to Work programme, ensuring residents receive a seamless service and timely access to support that improves their progression into supported employment.
- **Support the Connect to Work team to embed SEQF standards into service delivery**, ensuring robust data collection and continuous quality monitoring so that participants receive high-quality guidance and access to the right support.
- **Develop tailored support for participants** on their journey into work, providing one-to-one advice and signposting to appropriate resources that enable them to secure and sustain paid roles.
- **Engage with employers to build capacity and confidence** to offer supported employment roles, demonstrating the business and social value of inclusive recruitment and providing ongoing support to enhance employer practice.
- **Work closely with Adult Social Care teams to promote supported employment** as a viable pathway for participants previously not considered for work and encourage them into supported Employment programmes and paid roles.

### **Supported Internships**

- **Build on existing work undertaken by Lambeth special schools, colleges and other local post-16 providers** to increase the number and variety of supported internship opportunities available in the borough.
- **Work alongside the Skills and Employment team on employer engagement**, providing specialist support for the development of opportunities, including those created through Council policy levers such as S106 and Responsible Procurement.
- **Support the delivery of Project SEARCH and other supported internship schemes** by planning, facilitating and attending regular monthly Steering Group Meetings, including arranging, chairing and minuting the Lambeth Steering Group.
- **Drive promotion of supported internships across the borough**, including engagement with schools, colleges, parents/carers and potential applicants.
- Coordinate and complete all actions related to assessment days, working closely with education colleagues to facilitate recruitment of suitable applicants.
- **Meet regularly with employers and internal teams** to generate Project SEARCH placement opportunities
- maintain close liaison with EHCP teams to ensure accurate data recording and tracking of intern progression according to SEQF guidelines.
- **Develop relationships and referral pathways with other supported internship programmes** —ensuring a clear borough-wide picture of all supported internships and supporting continuous improvement across all programmes.
- **Monitor an agreed programme of pathways into employment opportunities**, including partnerships with Project SEARCH and other supported employment providers.
- **Develop and maintain information and training resources** that will support providers planning for young people's pathways into employment.

- **Contribute to the maintenance of information on the Local Offer** to ensure that young people, parents/carers and professionals have access to up-to-date, comprehensive information about supported internship opportunities.

## Partnerships

- **Plan, facilitate and lead regular meetings of the Supported Employment Partnership**, developing and maintaining relationships with SEND, Leaving Care, Learning Disability and Economic Inclusion teams, local health teams, DWP, parents' groups, community organisations and local employers to support the programme.
- **Work with dedicated youth engagement workers** to create realistic opportunities for involvement of young people with SEND/care leavers in decision-making.
- **Develop a project plan for the growth of supported employment opportunities** and produce regular progress reports for the steering group (including representatives from Economic Inclusion, Education, Children's/Adults' Social Care) and contribute to the SEND Strategic Board and Skills and Employment Strategic Board.
- **Support the commissioning and contract monitoring of local education, training and employment providers** capable of delivering high-quality services for young people with SEND and complex needs, and contribute to funding bids that will provide targeted careers education, information, advice and guidance as well as employer engagement.
- **Liase with BASE and other supported employment organisations** to support good practice locally and seek to develop partnerships with neighbouring boroughs that facilitate access to a wider diversity of accessible opportunities.
- **Attend relevant CPD and training events and share information and good practice** with local post-16 education provider SENDCOs, careers leads and Lambeth Promise IAG Network members, children's and adults' social care teams, YOS staff, and contribute to local events.

## Additional Responsibilities

- Championing equity and justice across the team and service delivery, ensuring supported employment services are exemplars of inclusion and deliver personalised services that meet the needs of priority groups in Lambeth.
- Contribute positively to career development activity at an individual and team level, participating in training and taking up learning opportunities including those identified through Lambeth's Performing Well process.
- Ensure all duties and responsibilities comply with the Council's policies and procedures. Proactively promote and adhere to the Council's equal opportunities and diversity policies, ensuring anti-discriminatory practices within the service.
- Undertake additional duties as required, commensurate with the role's grade.

## PERSON SPECIFICATION

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| <p>It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with "Ticks" (✓A ) on the person specification when you complete the application form.</p> |    |                                                                                                                                                                                                                                                          | <b>Shortlisting<br/>Criteria</b> |
| <b><i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                                                                                                                                                                                                                                                          |                                  |
| <b>Key Knowledge</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | K1 | Knowledge of Supported Employment models of delivery including Individual Placement Support and/or Supported Employment Quality Framework.                                                                                                               |                                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | K2 | Good understanding of the respective roles and responsibilities of the different agencies involved in providing services to young people with SEND and/or adults with complex needs and of transition processes for this cohort.                         | ✓A                               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | K2 | Understanding of principles of employer engagement, including perceived and actual challenges in recruiting and sustaining employment for residents with complex barriers to employment and effective strategies to overcome them.                       |                                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | K3 | Knowledge of disability and mental health issues, policies, and legislation related to employment with clear and demonstrable understanding of the importance of Health and Safety, safeguarding, confidentiality and discretion in all aspects of work. |                                  |
| <b>Relevant Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | E1 | Experience of Supported Employment programme delivery and/or contract management (preferably including IPS/SEQF delivery), with a commitment to ongoing professional development and continuous learning.                                                |                                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | E2 | Experience of establishing effective and sustainable networks of internal & external stakeholders, leading and managing a programme of work and achieving credible outcomes.                                                                             | ✓A                               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | E3 | Experience in creating and delivering targeted communications and engagement strategies that                                                                                                                                                             | ✓A                               |

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|                                   |    | successfully influence and persuade frontline health service professionals, such as social workers and day centre staff, to recognise the potential for people with complex needs to access work with the right support.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |
|                                   | E4 | Experience in development and monitoring of robust data including registration, activity, and outcome reporting and verification processes, including production of data analysis and written reports.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |
| <b>Qualification</b>              | Q1 | Relevant professional qualification at NVQ Level 4 (or equivalent) is preferred, although demonstrable, relevant experience in an equivalent role will also be considered .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | ✓A |
| <b>Core Values and Behaviours</b> |    | <p><b>Equity</b></p> <ul style="list-style-type: none"> <li>• Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.</li> <li>• Ensure fairness and justice is at the heart of my decision making and support to my team and others.</li> <li>• Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do.</li> <li>• Develop others and ensure we work as <b>one team for Lambeth</b>, encouraging everyone to play their part</li> <li>• Take positive action to ensure <b>everyone</b> in my team has opportunities to <b>learn and grow</b> at work</li> <li>• Encourage everyone to <b>be themselves</b> at work and value who they are</li> <li>• I am inclusive and actively <b>celebrate diversity</b>, recognising everyone in my team as individuals.</li> </ul> |    |
|                                   |    | <p><b>Kindness</b></p> <ul style="list-style-type: none"> <li>• Treat each member of my team with <b>respect and dignity</b> just as I would want for myself.</li> <li>• <b>Encourage</b> each member of my team to do their very best work and am available to them to provide support and guidance.</li> <li>• Personalise my support to each team members and look out for them, lending a hand wherever I can</li> <li>• Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together</li> </ul>                                                                                                                                                                                                                                                                                                                                                                       |    |

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|  |  | <ul style="list-style-type: none"> <li>• Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard</li> <li>• Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.</li> <li>• Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.</li> <li>• Look after the health and wellbeing of my team members and encourage open and regular</li> <li>• discussions about the issues that impact on them, working together to find solutions.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
|  |  | <p><b>Accountability</b></p> <ul style="list-style-type: none"> <li>• I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way</li> <li>• I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives.</li> <li>• I ensure my team plan ahead, getting the basics right and take swift action when problems arise</li> <li>• I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.</li> <li>• I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track.</li> <li>• I share my learning, knowledge and skills with others thorough coaching and mentoring and encourage others to do the same.</li> <li>• I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.</li> <li>• I encourage my team to learn and grow and ask questions to find the information they need to do their jobs</li> </ul> |  |

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|  |  | <p><b>Ambition</b></p> <ul style="list-style-type: none"> <li>• Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.</li> <li>• Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved.</li> <li>• Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together</li> <li>• Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes</li> <li>• I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.</li> <li>• Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.</li> <li>• Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.</li> </ul> |  |
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