



Communities and Inclusion – Mind Works Employment Support Worker – Job Description, Person Specification & Competencies

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| Name of Employee | |
| Date of Issue | January 2025 |
| Department/Location | Communities and Inclusion Team / Location TBC Littlehampton, Worthing or Southwick with ability to travel across the areas where we deliver. |
| Reporting Line | Communities and Inclusion Manager |
| Grade / Hrs / Duration | Grade 3 / 22.5hrs / 3 year fixed term contract |
| DBS – Level Required | Enhanced |
| Location/s | Ability to work across the West Sussex Mind footprint |
| Job Summary | |
| We are looking for a compassionate and proactive Employment Support Worker to join our team and help individuals with mental health issues access and maintain meaningful employment. This role involves one-on-one support, delivering workshops, liaising with employers, and working collaboratively with our mental health services to deliver a person-centred programme of support. | |
| Scope & Accountabilities | |
| This role has the potential to manage G1 or G2 staff and reports to the Communities and Inclusion Manager. The role may also have responsibility for supervising volunteers. The postholder is required to work independently across our services and maintain strong relationships with partners. | |
| Key Tasks | |
| Key Responsibilities: <ul style="list-style-type: none"> • Provide personalised, one-to-one employment support to service users • Assess service users' employment goals, skills, and barriers to work. | |

- Develop individual employment action plans, tailored to each person's aspirations and capabilities.
- Support service users in job searching, CV writing, interview preparation, and application processes, some of which will be delivered in workshops to groups of service users.
- Work in partnership with job centres, training providers, and employers.
- Engage local employers to identify job opportunities and offer workshops delivered by our training team to support employers to improve their support for employees with mental health conditions.
- Facilitate access to training, volunteering, or educational opportunities where appropriate.
- Promote a recovery-oriented, strengths-based approach in all interactions.
- Supervise a member of the wider team or volunteer/s as required.
- Contribute to contract reporting and development of case studies.
- Represent the service at local meetings and organisational forums.
- Contribute to business planning and service development initiatives.

Administration and Monitoring:

- Maintain accurate, up-to-date records of service user progress and outcomes.
- Adhere to safeguarding policies for adults and children.
- Ensure compliance with Health & Safety, Data Protection, and Diversity & Inclusion policies and develop and support initiatives to make the service more inclusive and accessible.
- Uphold confidentiality and data security in line with GDPR and WSx Mind policies.
- Adhere to all the policies and procedures of WSx Mind

Other duties

- Participate fully and effectively in team meetings and supervision.
- Actively support and promote the values and ethos of WSx Mind
- Willingness to travel to sites within West Sussex Mind delivery footprint

Person Specification - The specific skills, knowledge and abilities required of an individual to be able to effectively perform the role.

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| Essential Experience/Qualifications |
| <ul style="list-style-type: none"> • Experience of providing employment support and/or experience in providing advice and information casework in a related field • Experience and/or ability to undertake employment and learning assessments with individuals and use a range of skills and techniques including action planning, coaching and SMART goal setting with clients. • Experience in mental health, social care, employability, or a related field. |
| Preferred Experience/Qualifications |
| <ul style="list-style-type: none"> • A qualification or evidence of further study in vocational skills, e.g. careers advice |
| Professional & Technical Knowledge, Skills and Abilities |
| <ul style="list-style-type: none"> • Strong interpersonal and communication skills. • Ability to motivate and support individuals with diverse needs. • Understanding of the challenges faced by people with mental health conditions in accessing employment. • Ability to work independently and as part of a multi-disciplinary team. • Good organisational and administrative skills. • Strong written and communication skills • A good knowledge and understanding of working in groups and group dynamics and leading workshops. • Knowledge of and a commitment to proactively tackling inequalities. • Experience of supporting, training and developing staff and volunteers and committed to and experience of involving volunteers in work of organisation • Ability to travel to sites within the West Sussex when required • Skills and abilities around working in partnership and fostering new relationships with local businesses • Knowledge of and a commitment to user led services |

I have read and understood the Job Description, Person Specification and Competencies/Indicators required for my role and agree to fulfil the requirements of this role.

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| Signed: Staff member | | Date: | |
| Signed: Line Manager | | Date: | |