



JOB DESCRIPTION

1. JOB DETAILS	
Name:	Vacancy
Job Title:	Senior IPS Employment Specialist
Reports to:	Danny Sheehan
Direct staff reports: (Job Titles):	2 Employment Specialist
Working Pattern:	37 hours per week Monday to Friday
Double Impact Mission	INSPIRING CHANGE AND POSITIVE CHOICE Double Impact is a registered charity and not for profit organisation, established in 1998. Double Impact Mission is to provide a quality service that promotes recovery and community integration for people who have experienced problematic drug and alcohol use. We achieve this by providing opportunities for connection with like-minded people, personal development, empowering choices, education and training, pathways into work experience and employment. By placing our service users' needs at the heart of our ethos and their own treatment experience, we provide a uniquely holistic, flexible service. We believe that with the right support everybody can recover and that in recovery anything is possible.
Double Impact Values	1. Passionate: We are passionate advocates for abstinence-based recovery, inspiring others to explore all possibilities. 2. Ambitious: We believe that with the right support and connection, everyone can recover and achieve anything in their recovery. 3. Independent: We stay true to our collective recovery heritage and lived-experience values, creating opportunities for people to recover without limitations. 4. Responsive: We respond quickly and creatively to connect people with communities and resources that support their life goals. 5. Strengths-Based: We focus on what's strong, not what's wrong, helping people uncover their innate strengths to build a fulfilled recovery.



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2. Main Job Purpose

You will manage a small team of Employment Specialists providing supervision, training, caseload management, and role modelling of the Individual Placement and Support (IPS) approach, as part of the holistic recovery plan for people in structured treatment for drug and/or alcohol use.

The Senior Employment Specialist will provide a pivotal role in managing a high-quality service that meets fidelity standards and delivers positive outcomes for service users. You will also manage a caseload of 10-15 clients of people in structured treatment for drug and/ or alcohol use to assist them in securing sustainable paid employment in line with their preferences.

3. Core Responsibilities

- Effectively manage a high-quality service that adheres to the principles of IPS best practice.
- Monitor and manage performance of the IPS Employment Specialists – guide them individually on best practice and achieving individual and team job outcome targets.
- Create a culture of continuous improvement.
- Identify training needs of staff and arrange appropriate training to support with continuous professional development.
- Support the design and delivery of in-house staff training and development (including facilitating peer learning and best practice).
- Involve service users in co-production of service developments where possible.
- Coordinate the work of Employment Specialists in relation to building relationships with employers to effectively access the hidden labour market, external agencies and delivery of job seeking groups.
- Produce regular monitoring reports for internal and external stakeholders, including commissioners.
- Manage a caseload of between 10-15 clients at any one time.
- Identify barriers for service excellent and work with internal and external stakeholders to implement solutions to ensure a high-fidelity service.
- Provide solution focused monthly supervisions for each employment specialist within the team, including caseload management.
- Lead the team to ensure Employment Specialists spend enough time in face to face meetings with employers to find the right job match.
- Guide, mentor and coach the team to deliver on employment engagements/job development strategies.
- Ensure quality assurance around client satisfaction.
- Facilitate feedback opportunities for clients to provide feedback on the service and use this to review and develop the service.

4. Relationship Management

- Arrange regular meetings with clients to monitor and review progress pre and post-employment.
- Meet with the Service/Line Manager to agree priorities and work plans.
- Spend time getting to know local employers, in order to negotiate job opportunities that meet each individual's strengths, needs, abilities and preferences.
- Provide education and support to employers, as agreed with the individual, which may include negotiating adjustments, return to work strategy and on-going contact with the employer to ensure job retention.
- To develop effective working relationships with a range of external agencies who can help individuals to achieve their employment goals. This may include local colleges and training providers.

5. Other responsibilities

- Undertake mandatory training as required, including training in the IPS approach
- Actively participate in own continuous professional development
- Implement the organisation's policies and procedures as required
- Responsible for marketing and profiling the service for the team. This includes delivering the communications strategy, collecting employment recovery stories etc.
- Regularly collect and promote service user employment recovery stories
- Ensure that effective monitoring and evaluation systems are adhered to and keep abreast of changing practice within the sector.
- Ensure that all relevant policies are implemented such as information governance, safeguarding etc.
- To work independently, reliably and deliver consistently to deliver effective IPS practice.
- Manage feedback, comments and complaints

6. KEY RELATIONSHIPS(Internal and External)

Employment Specialists, Service Managers, local authority commissioners, clinical teams, user groups, training and employment schemes, local colleges, local employers, and partner agencies (e.g. mental health, criminal justice, housing and homelessness).

PERSON SPECIFICATION

Job Title:	Senior IPS Employment Specialist
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Factors	Competence level required	Essential/Desirable
Qualifications	Educated to a degree level or equivalent experience	Essential
	Trained in IPS approach	Desirable
	Level 3 Diploma in Employability Services Sector Qualification	
	QCF in Advice & Guidance (Level 3)	
Experience	2+ years' experience working in employment services supporting people to obtain or keep work	Essential
	Proven experience of meeting and exceeding outcomes and targets	
	Strong networking abilities	
	Experience of managing multiple tasks at any one time	
	Experience of staff supervision, management and/or mentoring	
	Experience of managing change effectively and facilitating innovation	
	Experience of delivering training	Desirable
	Previous experience of delivering a service using the IPS model	
	Personal lived experience of recovery	
Knowledge	Knowledge of disability and special needs issues, policies and legislation in relation to employment	Essential
	Good understanding of the principles and practice of supported employment	
	Working knowledge of a broad range of occupations and jobs	
	Able to use IT and tools such as MS Word, PowerPoint and Excel	
Skills	Strong leadership skills	Essential
	Excellent motivational, communication and listening skills	
	Outstanding interpersonal skills and ability to build rapport with a range of people	
	Ability to model recovery focused practice including co-production	Essential
	Natural ability to build close, trusting and productive relationships with people	
	Team orientated and works collaboratively within a mixed-disciplinary team	
	Ability to work independently and use initiative to develop and promote a service	

Personal qualities	Non-judgemental and trustworthy	Essential
	Empathy with the needs of those with health support needs	
	Passion and drive to make a positive difference to people's lives	
	Positive mind-set with the ability to motivate, engage and inspire	
	Highly motivated with a genuine belief that someone affected by drug and/or alcohol dependence can find paid employment	
	Resilient and tenacious to not give up despite setbacks and frustrations	
	Commitment to integrity and excellent service delivery to the client, employers and clinical team	
	Self-aware of personal strengths and weaknesses and actively invest in personal and professional development	
	Willingness to travel within the area	
Equality and Diversity	Values diversity, perspectives and culture and works effectively with people regardless of their appearances and beliefs	Essential
	Commitment to non-discriminatory practice in the workplace	

Terms & Conditions

Terms & Conditions of Employment	
Position	Senior IPS Employment Specialist
Location	Community-based across North Lincolnshire and North-East Lincolnshire
Hours	37 hours per week Monday to Friday 9am to 5pm You are entitled to a daily-unpaid meal break of 40 minutes
Contract Type	Permanent
Salary	£35,490 per annum with progression potential to £41,518 per annum
Probation Period	6 months
Holiday Entitlement	Holiday entitlement in any holiday year is 27 days. This is in addition to Bank Holidays.
Notice	Staff are required to give one month's notice in writing to terminate their employment with the Company



Conditions	• Two satisfactory professional, written references, one of which must be the last employer • Satisfactory Enhanced DBS Check • Evidence of Right to Work in the UK
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Acceptance	
The above job description is not all encompassing and is subject to regular review	
Signature of Post Holder	I have read and accept the duties and responsibilities outlined in this job description. Signature: _____ Print Name: _____ Date: _____