

Job Title: Ability Works Employment Support Coordinator

Location: Rochford, Basildon & Castle Point

Reports to: Ability Works Employment Manager

Salary: £16,438.50

Job Type: Part-Time, Permanent (22.5 hours per week)

About Us:

Hamelin exists to reimagine life for individuals with learning disabilities and autism, enabling limitless possibilities. Our mission is to build inclusive, caring, and compassionate communities for autistic individuals and those with learning disabilities. By empowering and supporting these individuals, we strive to enable them to live the lives they choose.

Your New Role:

The role will support people with learning disabilities and autistic people to identify and work towards the paid employment outcomes they want to achieve, ensuring those outcomes are meaningful and fulfilling.

The employment support coordinator will regularly meet with participants to listen, offer support and help them identify their best job match, reflecting their skills and aspirations.

Your Day-to-Day:

Hamelin is seeking a passionate, self-motivated and confident coordinator to support our expanding Ability Works project. In this diverse role, you'll play a pivotal part in ensuring our individuals meet their goals and create a lasting impact in our communities as well as being the first point of call for new individuals accessing the service.

In your day-to-day role, you will be striving to build, expand and strengthen the project whilst working closely with the Employment Manager to ensure all key performance indicators and any project targets are met. The role is responsible for onboarding individuals into the project as well as delivering face-to-face mentoring, work experience in and out doors and coaching.

Ability Works This initiative focuses on enabling adults with learning disabilities and autistic people to gain meaningful and fulfilling paid employment. The project thrives on outcomes, motivation and a can do approach.

This role is crucial in making sure we deliver exceptional service, stay compliant, and run our project efficiently— whilst ensuring our mission, vision and values are not compromised.

Project Skills:

- Support with the daily operations of the project scope.
- Supporting individuals through CV production, profiling, interview techniques, attending interviews, workshops, job clubs and managing their health at work.

- Adhere to the strategies to grow and enhance the projects, meeting the ever-changing needs of those we support.
- Identify skills gaps for participants and offer Asdan short courses to support development.
- Building relationships with community partners including DWP, Social Care and prescribers, and other charities and government organisations to gain referrals for the project.
- Sourcing job opportunities for your participants through regular contact with key local employers.

Teamwork:

- Work in partnership with Hamelin's service offer, especially the Links service and Opportunity center.
- Ensure the project remains a motivated team that aligns with our values and goals.
- Report on the performance of the current project, providing feedback and support to ensure high standards of care and efficiency.

Compliance and Quality Assurance:

- Follow Hamelin's policies and procedures to maintain best practices and regulatory standards.
- Implement and oversee quality assurance processes, including gathering feedback from project participants and colleagues to keep improving our service delivery.
- Engage with and become involved with continuing self-development.

Stakeholder Engagement:

- Identify, build and maintain strong relationships with project participants, families, local and health authorities representatives, and other key stakeholders.
- Represent the Charity and service at meetings, events, and forums, advocating for the needs and rights of those we support.
- Work closely with other teams and services within the charity to ensure a unified approach to care and support.

Business Development:

- Identify and exploit opportunities for expanding the service, from new partnerships and funding sources both inside and outside health and care to innovative care models.
- Prepare and present feedback and data when required to the employment manager.
- Lead marketing and promotion of the service, boosting awareness. interest and attracting new project participants.

Other Requirements:

- Be ready to work flexibly, which could include weekends, and bank holidays. You might also be asked to work in different services as needed.
- Complete all required training, whether through e-learning or in-person courses.
- Adhere to our published policies, procedures, and standards.

Are you ready to take on the challenge?

We're a values-driven charity, and we expect all our colleagues to truly live out our core values every day. Below, we've outlined what we're looking for in the ideal candidate:

We Think Differently

It's essential that:

- You're committed to reshaping how services for people with learning disabilities and/or autism are delivered, with a forward-thinking mindset that meets the needs of today and anticipates the needs of tomorrow.
- You bring innovation to the table, always putting our project participants at the heart of every decision.
- You inspire aspirational and positive thinking within the team, helping to build a community full of optimism.
- You lead by example, inspiring change and setting a high standard for others to follow.

We Enhance Lives

It's essential that:

- You make bold, meaningful decisions that improve the quality of service for everyone.
- You and your team celebrate our project participants' successes and create new opportunities for them to thrive.
- You're dedicated to supporting your team's growth and development.
- You're a true team player—listening, supporting, and jumping in to help wherever needed.

We Are Community

It's essential that:

- You create and nurture a caring, respectful, and inclusive environment for both project participants and colleagues.
- You actively listen to your team and encourage them to challenge the status quo in pursuit of better service delivery.
- You maintain a culture of collaboration and positivity, ensuring that everyone's voice is heard and valued.

About you

It's essential that:

- You have at least two years' experience within a coordination/administration service for individuals with learning disabilities and/or autism.
- You have a proven track record of successful project administration.
- You hold a valid driver's license and have access to a vehicle.
- You are able to work flexibly across locations in Essex to fulfil the requirements of the role.

It's desirable that:

- You have experience working in a charity or non-profit organisation.
- You have links within community services.
- You have experience in IT systems.
- You're familiar with the local community and relevant stakeholders.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with the role of Support Co-Ordinator at Hamelin.