Employment Consultant - Development Team

Reporting to: Employment Manager

Main Purpose: To provide In Work Support to autistic employees within London.

You will work with: Development Director**,** Employment Manager, participants, employers and the wider CareTrade team.

Working Hours: Full time

CareTrade has a passionate belief 'that employment is the biggest single factor that will transform the life of an autistic person.' **And our vision is** 'a world that embraces neurodiversity where all autistic people can lead purposeful, working lives'

To deliver this our purpose is to…

- Change perceptions of neurodiversity
- Achieve employment opportunities and outcomes for autistic jobseekers
- Raise aspirations and employment skills of autistic people through innovative and person-centred projects
- Engage employers to embrace neurodiversity in their workforces.

Background: CareTrade was founded in 2009 by Katharine Dore OBE and Karen Edwards, parents of autistic sons and vice presidents of Ambitious about Autism. The staff team is highly experienced in supporting autistic adults into the workplace.

The focus of CareTrade's work is to support autistic Londoners to transition successfully into employment and to equip them to lead more independent lives. Our employment projects consist of a combination of real-life work placements, classroom learning and one to one support. Over the past 10 years we have delivered over 350 opportunities and we continue to develop innovative projects to raise awareness amongst employers and give autistic job seekers the tools needed to access employment.

Our ambition is to enable all young Londoners that want to work to be in work.

This is a great opportunity for an enthusiastic person to join our friendly and supportive team and train with us in our organisation.

We especially seek applications from people who are Neurodivergent (such as Autistic Spectrum Conditions, ADHD, Dyslexia, Dyspraxia etc).

Vacancy description:

The Employment Consultant role sits is within our In Work Support Team it is part of the Development Team.

The Development Team are responsible for: -

- Widening our employer partnerships
- Delivering autism training to employers
- Raising our profile - managing our news and social media
- Providing In Work Support
- Developing and running new projects, particularly for those over the age of 25
- Making grant applications to support the above
- Building our fundraising capacity

Job role

The Employment Consultant will:

- Support employees within the workplace- Providing one-to-one advice and support to individuals and other staff within the workplace
- Manage a significant caseload of autistic clients in the workplace across London.
- Advise on work related issues/ career progression advise and support/ training and wellbeing needs.
- Enable and support reasonable adjustments.
- Train and advise manager and colleagues within the workplace.
- Maintain records of visits and complete time sheets- Demonstrate a methodical approach to work along with accurate report writing, record keeping skills, and ensure the database is updated and maintained in a timely manner.
- Travel throughout London as needed.
- Work with Employment Manager to promote service and run additional training sessions as needed.
- Good understanding of Employment law and reasonable adjustments.

Skills:

- Previous experience of working as an Employment Consultant or similar role for minimum of 3 years (essential)
- Excellent time management and organisational abilities
- Strong analytical approach and attention to detail
- A flexible approach to their workload
- Good understanding of the support needs of Autistic and Neurodiverse employees

Personal qualities:

- Positive attitude
- Enthusiasm for CareTrade's work and beliefs
- Reliable
- Committed
- Keen to learn new skills

Desired qualifications:
Ideally educated to degree level but experience in this role is more important

General Responsibilities:

1. Observe the strictest confidentiality and security of information
2. Safeguard and promote the welfare of clients
3. Promote a positive image of autism
4. Co-operate with all CareTrade staff in maintaining good relationships with outside agencies and the public to promote the charity and win increased support for its work
5. Co-operate with all CareTrade and Project staff in maintaining harmonious inter-personal relationships. Ensure that your conduct within and outside of your workplace does not conflict with professional expectations
6. Attend staff meetings and participate in staff development as required
7. Be aware of and observe Fire and Health and Safety Regulations at the workplace
8. Ensure the respect, dignity, and rights to privacy of both students and staff as far as possible
9. Carry out any duties as are within the scope, spirit and purpose of the job and the title of the post, as required by your Line Manager or his/her next higher level of authority.

The job description reflects the present requirements of the post. You *will be expected to carry out other activities that are within the scope of the role. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder.*

Working conditions of this post are indicated below: -
Place of work: You will be both home-based, based in the CareTrade Office in St George's Circus, SE1 6FE (near Elephant and Castle). With regular travel to other locations across London and South East.

Travel: Regular travel to other locations within London and South East.

Hours: It is a full-time post. 37.5hrs a week Monday to Friday between 9am-5.30pm (allowing an hour for lunch). Candidates must be willing to be a little flexible to facilitate meetings and occasional presentations in the early evening. Time may be taken in lieu of unsocial hours worked if necessary.

Remuneration: This role is full time £27-30K depending on experience

Annual Leave: 28 days a year (including 3-day Xmas closure) plus 8 days bank holiday

An additional day's holiday for each full year worked up to an additional 5 days.

Pension, cycle scheme and travel loans and other staff benefits (Perkbox)

Working Environment: Office, home based, places of work across South East.

Other Significant Factors: A professional and flexible approach is required to maintain and enhance the reputation of the work CareTrade do and of all the partner organisations of CareTrade.

Confidentiality: All staff are required to maintain confidentiality for CareTrade Charitable Trust and other partner organisations, their staff and their work. The nature of the work entrusts people with confidential information about clients/service users, their families and staff within CareTrade and partner organisations. Any breach of this confidentiality will constitute gross misconduct.

We are committed to safeguarding and promoting the welfare of all young people who use our services and as such expect all staff and volunteers to share this commitment. All staff must provide a current, adequate, and relevant DBS Certificate or be willing for CareTrade to process a new enhanced DBS application. All staff must have a satisfactory enhanced DBS check (formerly CRB check) prior to starting

Future prospects:

We believe that by working in our organisation you will be given the opportunity to develop the knowledge, skills and experience that will allow you to be successfully employed in the future. We will be able to offer training and employment mentoring support to develop your skills.

Things to consider:

- You need to be prepared to work hard and support the team.
- We work with vulnerable adults and a DBS check is required.
- Training Provided
- CareTrade is a Living Wage employer
- Some flexibility on days worked

Closing date- 5pm on 23rd September 2021
Interview -To be held in person (subject to change) week beginning 4th October 2021

If you are interested in this exciting opportunity or would like some more information please email your CV to **our Development Director** Judith.kerem@caretradeuk.org