# Learning Disability Job Hub Advisor (Good Work Camden)

# Job Title: Learning Disability Job Hub Advisor (Good Work Camden)

# Grade: Level 3 Zone 1

# Salary Range: £33,789 - £38,465

**About Camden**

‘Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we’re not just home to UK’s fast-growing economy. We’re home to the most important conversations happening today. And we’re making radical social change a reality, so that nobody gets left behind. Here’s where you can help decide a better future for us all.

***Introduction:***

*Camden is investing more in employment support to ensure that residents can access good work that enables them to live secure, sustainable and happy lives.*

*Through Good Work Camden, we’re designing and delivering Job Hubs that provide accessible and relational employment support, testing innovative approaches to supporting residents, investing in our employment and skills partners and giving businesses the support they need to enhance their recruitment practices. It’s an exciting time to join this work in Camden!*

*This is a key role within Good Work Camden as we scale up our approach to reach and support more Camden residents. We are looking for a Job Hub Advisor who can provide relational support to residents with Learning Disabilities (who may also have physical disabilities and/or behaviours of concern) to help them access all the help they need to address the barriers that are preventing them from accessing and thriving within good work. This is an opportunity to have a real impact.*

**Role purpose:**

We want everyone in Camden to lead good lives, and we know that being in good work is a key part of this. We want Camden residents who have a learning disability to be able to access the job market in a way that is right for them, and to find a role or placement that that makes use of and develops their skills, gives them a sense of purpose and contribution, and pays them a good wage in order for them to lead the life they want to lead.

People with Learning Disabilities are one of the most excluded groups from the job market. We want to support residents with learning disabilities to find work that works for them, through bespoke one to one support, coaching, career counselling, and relevant skill building, work preparation and support whilst in work.

Over the last two years we have been working to co-design and establish a new Accessible Job Hub to help more Disabled residents to find and move into good work. This role is designed to work within this service and will have a specific focus on supporting residents with a learning disability or difficulty.

# Example outcomes or objectives that this role will deliver:

* Reaching out to residents in the places they go, through the services they access, to welcome them to the service and its offer
* Meeting with residents and their support networks to identify their aspirations for employment, using effective vocational profiling to determine their abilities, support needs and employment options and providing one-to-one support to help them access appropriate services. During the establishment of the hub, this may include residents who do not have learning disabilities
* Providing assistance and advocacy to residents, working with them and their support networks to develop flexible action plans
* Supporting residents with job application and interview processes, including attending interviews where appropriate
* Developing and maintaining effective working relationships with employers, recruitment agencies, training agencies, specialists and practitioners, in order to influence change and maximise employment opportunities for residents with learning disabilities
* Offering advice to employers about good practice in recruiting and employing people with learning disabilities, including information about the Equality Act and applying reasonable adjustments to the application and recruitment process
* Managing referrals for clients and liaising with external agencies to support the progress of residents
* Providing in-work support to residents through their probation period, using methods such as systematic instruction, chunking, visual aids, easy read and accessible information to support residents to learn new skills in order to excel at work
* Providing general in-work support to residents through their probation period, for example around interpersonal issues, finances and Access To Work applications
* Playing a key role in the overall development and sustainability of the Accessible Job Hub, such as sharing good practice with colleagues

# About you

To be considered for this post, you should possess, and be able to demonstrate, all of the following:

* You are a learning disabilities specialist: you have training or demonstrable experience in systematic instruction and writing in an accessible way, for example with pictures, and other teaching and training methodologies for people with learning disabilities
* You are relational: you have significant experience of working directly with residents with a learning disability in a demanding environment and provide welcoming and knowledgeable support
* You build great relationships: you have excellent communication and interpersonal skills and are effective in working with employers, local employment and skills partners and residents with learning disabilities, their families and people who work with them.
* You understand the labour market: you have a practical understanding of the barriers to employment and training experienced by residents with learning disabilities and the labour market conditions that influence this
* You are a collaborator: you have familiarity with liaising and working with individuals and/or partners to achieve effective outcomes that meet the needs of residents
* You want to grow: you have a desire for professional development with a commitment to participate in appropriate training
* You are professional: you have an understanding and awareness of data protection, risk management, safeguarding and confidentiality; and
* You are dedicated to inclusion: you have a commitment to, and understanding of, equal opportunities. You are aspirational for people with learning disabilities and committed to being led by the person so that they are at the centre of decision making.

# People Management Responsibilities:

* + The role does not have any direct line management responsibility
  + There could be opportunities to line manage apprentices or people participating in the Kickstart scheme

# Relationships:

* + This role reports to a Accessible Job Hub Lead
  + You will work closely with Good Work Brokerage to identify good work and other opportunities for Camden residents with learning disabilities
  + You will build strong relationships with employers, council services, external partners and residents
  + You will work closely with the Work Ready Coach who will be providing support to residents in building skills for their work journey, such as behaviours and travel training.

# Work Environment:

* + - Frequent co-location with other service(s) across the borough
    - Regular time spent between the future Accessible Job Hub and 5 Pancras Square

# Over to you

We’re ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we’re supporting people, and we’ll redefine what a career can be. If that sounds good to you, we’d love to talk

# Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here.](http://camdocs.camden.gov.uk/HPRMWebDrawer/Record/8081811/file/document?inline)

# Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and Ethnic Margenilised groups those who identify as LGBT+, neurodiverse and disabled people. Click [Diversity and Inclusion](https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page2) for further information on our commitment.

# Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn’t.

At Camden we are proud to be one of Hire Me My Way’s inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

# Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG.