

EMPLOY-ABILITY JOB APPLICATION

Thank you for requesting a pack for the **Employment Specialist, West Suffolk - Newmarket** vacancy.

This pack contains:

- Background detail on the service and the contract for which we are now recruiting.
- How to apply.
- Links to NHS Jobs application website or to download an application form.
- Advice on the application process.
- A job description.
- A person specification.
- Why join us?

Employ-Ability and the Job Role

Employ-Ability, an Essex-based charity, is seeking to recruit suitable candidates to support those, with mental ill health, to find and keep employment. Our recent achievements include securing further funding to deliver IPS and Retention Services across South and West Essex with Essex Partnership University Trust. Employ-Ability is a highly successful supported employment service, as well as a recognised Centre of Excellence. The charity works with Essex Partnership University Foundation Trust to deliver an Essex wide Individual Placement and Support (IPS) service and from April 2019 with Norfolk and Suffolk Foundation Trust to deliver a West Suffolk, Ipswich and East Suffolk Service.

For more about IPS please visit:

<https://www.centreformentalhealth.org.uk/ips-centres-of-excellence>

<http://ipsgrow.org.uk/>

How to Apply

Download the application form on the vacancies page of our website. Click [here](#) to be taken directly to our vacancies page.

Send your completed application form to: info@e-a.org.uk

Or apply via the NHS Jobs website:

- <https://beta.jobs.nhs.uk/candidate/jobadvert/B0289-26-0004>

When submitting your application please note the following:

- We will shortlist on the basis of your submission with a **supporting statement** on how you meet the knowledge, skills and experience required. Please remember to read the Job Description and Person Specification below.
- CV's are accepted **with a supporting statement**.
- The post is subject to; acceptable references, an enhanced DBS search and the right to work in the U.K. verification.
- If you have a disability and wish to disclose, then please inform us of any reasonable adjustments required for the interview if you are shortlisted.

IPS Employment Specialist - Job Description

Grade or equivalent:	£30,932 Starting salary at initial grade point, reviewed at 6 months.
Location:	Newmarket Community Hospital, Exning Road, Newmarket CB8 7JG (Travel to other locations expected)
Responsible to:	Team Lead
Accountable to:	Head of Service

Role Purpose:

You will work with clients (managing a caseload) who have mental health support needs, to assist them in securing sustainable paid employment in line with their preferences. You will deliver the Individual Placement and Support (IPS) approach (for which training will be given); providing person centred advice and guidance to clients, whilst building positive relationships with local employers to enable clients to move into suitable employment.

You will work as part of a community mental health team, maintaining positive and integrated relationships, fostering a holistic approach to recovery through employment.

Responsibilities:

Core Responsibilities:

- Manage a caseload of around 20 clients who have mental health support needs who are motivated to start/return to work.
- Deliver the Individual Placement and Support (IPS) approach for which training will be given.
- Meet and support clients to understand their key skills, aspirations and goals through completing a Vocational Profile and produce an Action Plan to help them obtain and sustain competitive employment. This includes support with their job search, CV production, application forms, interview techniques and career development.
- Assess client's support needs related to work which may include benefits/welfare advice, disclosure of mental health symptoms etc, and provide support & guidance.
- Attend weekly clinical team meetings as an embedded IPS practitioner.

- Source job opportunities for clients through tailored job search and regular contact with local employers to explore hidden as well as advertised employment opportunities.
- 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.
- Build relationships with colleagues in clinical teams to engage and generate referrals and create collaborative working partnerships with clinical staff (promoting employment as a positive intervention in the recovery journey).
- Once employment has been secured continue to provide quality service through conducting regular visits, effective monitoring and in-work support to clients and employers to help sustain employment.

Relationship Management:

Establish positive and integrated relationships with clinical teams, employers and other service providers. This includes:

- To build and maintain employer relationships and maintain employer engagement database.
- Arrange regular meetings with clients to monitor and review progress pre and post-employment.
- Spend time getting to know local employers, in order to negotiate job opportunities that meet each individual's strengths, needs, abilities and preferences.
- To challenge inequalities experienced by clients and address existing discrimination, whilst ensuring a process of learning for the organisation
- Work with employers to promote the service, identify job opportunities and ensure appropriate strategies are in place to reduce barriers in the workplace – this can include exploring 'job carving' i.e. carving small slices of work from the duties other staff do not have time to do.
- 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.

Other:

- To adhere to administrative and data capture protocols which record the progress of individuals, and to keep accurate and complete records of casework.
- To work independently, reliably and deliver consistently to deliver effective IPS practice.
- Ensure that effective monitoring and evaluation systems are adhered to and keep abreast of changing practice within vocational rehabilitation.
- To co-produce service development with service users where possible.
- To collect employment recovery stories from people accessing the service.
- Ensure that all relevant policies are implemented such as information governance, safeguarding etc.
- Partake in continuous learning about mental health conditions, their impact and how they can be managed and undertake mandatory training as required.
- Work flexible hours as required.
- To keep up to date with information on grants and advisory services for clients and employers, for instance funding for specialised equipment or advice on the Equality Act 2010.

- To support the team in promoting Employ-Ability in the community and with related publicity events and materials.
- You will be required to be mobile across a geographical area in supporting clients.
- To undertake any other duties as may be necessary from time to time, including possible out of hours working for which there will be time off in lieu.

Stakeholders:

Team Leader, Head of Service, Board of Trustees, Clinical Teams, Essex Partnership University Trust, Essex County Council, User Groups, Voluntary Sector and Trust Training and Supported Employment Schemes, Local Colleges, Local Employment Service Disability Service Teams, Local Employers and other NHS User Employment Schemes.

Person Specification

Education and Qualification

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Educated to a degree level or equivalent experience 	<ul style="list-style-type: none"> • Trained in IPS approach • Level 3 Diploma in Employability Services Sector Qualification • QCF in Advice & Guidance (Level 3)
Experience	<ul style="list-style-type: none"> • Experience/understanding of working with people with mental health support needs, or a similar client group within health, social services or the voluntary sector • Experience of working with someone on a one-to-one basis • Experience of managing multiple tasks at any one time • Experience of working assertively to influence decision makers 	<ul style="list-style-type: none"> • Experience of supporting people to obtain or keep work • Experience of working within mental health services • Own personal lived experience of recovery from mental health difficulties • Previous experience of delivering a service using the IPS model is a bonus • Proven experience of meeting and exceeding outcomes and targets
Knowledge	<ul style="list-style-type: none"> • An understanding of the employment needs, and challenges faced by people who experience mental health difficulties 	<ul style="list-style-type: none"> • Knowledge of the benefits agency and all disability/employment related benefits

	<ul style="list-style-type: none"> • Developing a knowledge of a broad range of occupations and jobs • Able to use IT and tools such as MS Word, PowerPoint and Excel 	
Skills	<ul style="list-style-type: none"> • Good motivational, communication and listening skills • Outstanding interpersonal skills and ability to build rapport with a range of people • Good organisational ability • 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	<ul style="list-style-type: none"> • Non-judgemental and trustworthy • Empathy with the needs of those with mental health support needs • Passion and drive to make a positive difference to people's lives • Highly motivated with a genuine belief that someone with a mental health condition can find paid employment • Resilient and tenacious to not give up despite setbacks and frustrations • Self-aware of personal strengths and weaknesses and actively invest in personal and professional development • Willingness to travel within the region 	

Why Join us?

Together we are looking to create growth and opportunity for individuals with mental health conditions and build a better and all-inclusive working world. We work collaboratively to make a real impact in transforming someone's life. We love what we do and feel we offer an incredibly rewarding career with an excellent training and development plan, a generous amount of annual leave and pension scheme.

Benefits:

- 35 days' annual leave (incl bank holidays)
- Birthday Leave
- Company Pension and Sick Pay
- Employee Assistance Programme
- Life Assurance
- BUPA (Private Medical Insurance)
- Hybrid working
- Reward Gateway (Employee discounts and benefits)
- Blue Light Card

To apply for this post, please complete the application form and email it back to info@e-a.org.uk
Should you have any queries about the role, please email elizabeth.reeves12@nhs.net

The **closing date** for receipt of applications is 5pm on 11th June 2026. Regrettably, we are unable to accept any late applications.

Employ-Ability - Equality and Diversity Policy

STATEMENT OF INTENT

Employ-Ability is committed to equal opportunities and operates to ensure that everyone has the right to fair and unbiased treatment whatever their gender, race, nationality, religion, age, sexuality, marital status, physical or mental health, or ability.

In our day-to-day activities we will observe the principles laid down in the relevant legislation. we will monitor the applicants registering for employment and their subsequent placement and will take positive action to correct any discrimination that occurs.

Employ-Ability will also endeavour to encourage and support its clients, local companies in South East Essex and its partner statutory services. We seek to maintain and actively pursue an equal opportunities policy. As part of this commitment, our board of trustees will reflect the makeup of our stakeholders.

Employ-Ability will ensure that its own staffing procedures adhere to equal opportunities and good practice, and we will review related training needs on a regular basis.