

BSK Academy – Engagement Hub

JOB DESCRIPTION

JOB TITLE: Community & Employer Co-Ordinator

REPORTS TO: Programmes Manager

1. JOB PURPOSE

To develop and deliver Community & Employer Engagement Programmes that contribute to changing perceptions in society and support our vision of an inclusive workforce, where people with learning disabilities and/or autism have the opportunity to maximise their potential, be recognised for their skills and be regarded positively and with respect.

To achieve positive independence outcomes for crew by promoting the work of BSK Academy, increasing community presence, and developing networks and partnerships with other organisations that share our aims and objectives.

To achieve positive employability outcomes for crew by promoting the BSK Training Programmes and developing strategies for effective employer engagement, immersive training, the Champions Programme, work experience and onward employment support.

To support the training, welfare, and personal independence of crew in a variety of settings.

2. PRINCIPAL ACCOUNTABILITIES

- Responsible for the delivery of the BSK Academy Community & Employer Engagement Programmes
- Increase BSK's profile and impact through engagement and influencing activity
- Represent the organisation effectively to external audiences in meetings, events, and in the media, promoting the vision and mission of the charity
- Networking with other agencies who have a similar vision
- Recruit a team of volunteer Community Champions who support our aims and objectives to share relevant information and help collect data around barriers to inclusion and issues on the ground
- Generate content to be shared on social media to support key messages
- Ensure crew have a strong and influential voice in communications about community and employment
- Develop and lead on strategies for effective employer engagement and build relationships with local employers
- Assist employers with creating work experience opportunities
- Provide specialist support and advice to employers to enable potential crew to be fully included into the workforce and to make reasonable adjustments as appropriate
- Develop and promote the champions programme within employer partner organisations

- Lead on the immersive training offer and team building events withing BSK Enterprises
- Maintain up to date knowledge of changes in legislation, policy guidance and good practice relating to inclusion and employment of people with learning disabilities and/or autism both locally, in the UK and internationally
- Assist in reviewing the development of crew within the Launch Programme, and using this knowledge, work with the crew to assist with work experience and employment pathway planning
- Reviewing support needs and identifying any learning aids to enable people to reach their potential in work experience and further employment
- Ensure there are appropriate work experience placement for crew, in particular those who are on the Launch Programme and that there are clear employment pathways in place for the end of their programme
- Provide support through the onboarding and induction process with crew transitioning to onwards employment and provide short and long-term individualised support to both the crew graduate and employer as required to ensure high retention
- Support the crew graduate in continuing to engage with Crew + and refer back to the learning team for any flexi timetable courses as deemed appropriate
- Report on progress of crew in work experience and crew graduates to Programmes Manager on a regular basis
- With the Training & Engagement Co-Ordinators, participate in the development of Crew+, ensuring all crew have regular and varied opportunities to be active members of their community
- Acting as the main point of contact for crew, employers, families, and other support agencies for crew members in outside work experience placements or crew graduates
- Recording all safeguarding concerns and escalating to the appropriate agencies when necessary in a timely and confidential manner
- Attend management, team and staff meetings, and crew reviews. Attend training opportunities to enhance professional development. Be fully versed in Academy policy and best practice.
- Carry out administration tasks related to the role
- Maintain a professional environment ensuring standards of health and safety, tidiness, cleanliness, and general care are preserved.
- 1st Aid and Fire Marshall duties

This is not an exhaustive list of accountabilities and the postholder will be expected to be flexible and adaptive to the needs of the business.

3. KNOWLEDGE AND SKILL

Experience	<ul style="list-style-type: none"> • 2 + years' experience working with people with learning disabilities and/or autism is essential • Level 2 or above in Health and Social Care or equivalent qualification or Team Leader/Manager experience preferred • Experience of mentoring others is desirable
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	<ul style="list-style-type: none"> • Experience working positively as part of a large and diverse team is essential
Qualifications	<ul style="list-style-type: none"> • Numeracy/literacy skills to a minimum of level 2 standard • Appropriate First Aid training, SPELL, TSI and Fire training (or be willing to work towards achieving this in the first 12 months)
Skills & Knowledge	<ul style="list-style-type: none"> • The ability to communicate at all levels while exercising a high degree of confidentiality is essential. • Ability to relate well to adults with learning disabilities and/or autism is essential • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation • Understanding of the rights and responsibilities of adults with learning disabilities and autism in relation to accessing and maintaining education, training, and employment • Understanding of the barriers experienced by adults with learning disabilities and autism in relation to accessing and maintaining education, training, and employment • Knowledge of local, national and international policies and strategies including Jersey Disability Strategy, National Disability Strategy, Disability Employment Gap, European Union Supported Employment toolkit. United Nations Convention on the rights of people with disabilities • Work constructively as part of a team, understanding Academy roles and responsibilities and your own position within these • Knowledge of Health and Safety • Ability to plan effective actions for crew who require support to progress their learning or who require specific support to facilitate their accessing of learning opportunities. • Have an understanding of the range of support services/providers/agencies. • Proficient use of ICT including MS products • Use of other equipment technology – video, photocopier

As part of the management team, the postholder must be comfortable with the need to make decisions and use their initiative. They must be flexible and able to cope with changing situations within the Academy, be patient but firm, remain calm and deal with others in a tactful and sensitive manner. Working within a team, the postholder will need to share ideas and information as well as accept advice. They must have the ability to build good working relationships with learners, colleagues, volunteers and outside parties.