



JOB DESCRIPTION

Job Title:	Employment Broker
Reporting To:	Employment & Skills Manager
Staff Responsibility:	None
Salary:	£32,000
Location:	North London – main office is in Kentish Town
DBS:	This post is subject to an enhanced criminal record check under the arrangements established by the Disclosure and Barring Service.

Context of Job

AFK (Action For Kids) is a national charity helping young people with disabilities to develop their independence and find employment. Our vision is a world where all people living with a disability get to lead the life they choose. As part of this we provide bespoke employment skills and organise work experience placements across North London. At a national level, we provide mobility equipment not available on the NHS for disabled children and young people up to the age of 26.

Job Purpose

To support young people aged 18+ who have disabilities and/or are neurodiverse to gain employment. The role will be to primarily liaise with businesses and employers to broker new opportunities for supported and unsupported employment. You will also work with a small caseload of young people, assessing their employability skills. You will work closely with the Employment & Skills team to place young people from the Employment Coaches caseloads into employment, as well as locate some voluntary roles and work placements. You will deliver one to one job coaching to enable young people to progress towards their own goals and objectives.

Working Conditions

The post is 35 hours a week, normally between 9.30am – 5.30pm. The post holder may be expected to work some evenings and weekends as required by the job. There is a TOIL policy. This role is peripatetic within London.

Principle Responsibilities

1. Engage with businesses and employers to source and secure employment opportunities for the young people AFK work with.
2. Encourage businesses and employers to offer volunteering, work tasters and work placements that may also lead to paid opportunities for young people.
3. Develop and maintain knowledge of the local labour market & opportunities relating to employment, work tasters, work placements and volunteering.
4. Develop and maintain effective working relationships with local employer groups, statutory, voluntary and private organisations to support the development of suitable opportunities.
5. Participate in employer visits with young people to engage them in the different workplace roles to further aid their choices in employment.
6. Provide training / advice to employers as required.
7. Provide employment support for the Employment & Skills team and produce monthly updates in line with AFKs key performance indicators (KPIs).
8. Work with 1 or 2 young people to identify and support their aspirations for future employment.
9. Identify any financial implications for individuals relating to full and part-time employment in connection with disability benefits.
10. Work closely with the Senior Employment Coach to match opportunities for young people from the caseloads of Employment Coaches.
11. Participate in regular 1-1 supervision with the Employment & Skills manager.
12. Support young people in the workplace if required.
13. Refer young people for specialist advice and support where appropriate.
14. Monitor the progress of individuals and keep appropriate records.
15. Provide timely reports and keep AFK recording systems up to date.
16. Undertake necessary administrative duties relating to the role.
17. Undertake learning & development as identified via appraisals and reviews.
18. Carry out other duties as deemed appropriate to the post by the Executive Director of Services and the Employment & Skills manager.

Person Specification – Employment Broker & Coach

Criteria		Essential	Desirable
Education	Good standard of literacy and numeracy	✓	
	IAG qualification Level 3/4		✓
Experience and Knowledge	A successful track record of placing young people into employment.	✓	
	Experience of working directly with employers.	✓	
	Experience of working with people with learning disabilities.	✓	
	Extensive knowledge and understanding of the issues facing people with a learning disability particularly those relating to employment.	✓	
	Thorough understanding of how to work in a person-centred way.	✓	
	Experience of building effective relationships within a wide range of different contexts eg young people, families, employers, statutory agencies.	✓	
	Experience of coaching people for employment.	✓	
	Equal opportunities policy and practice.	✓	
	Safeguarding young people and vulnerable adults.	✓	

Skills and Abilities	A team player – ability to communicate effectively with employers, professionals, young people, families and carers.	✓	
	Able to form friendly and supportive relationships with young people.	✓	
	Self organisation and self motivation	✓	
	Able to develop and maintain appropriate record keeping systems.	✓	
	Able to use relevant IT	✓	

To apply

We would like to hear from you if your values align with ours of being collaborative, person centred and empowering.

Please send your CV and a cover letter outlining your suitability for the role.

Closing date Tuesday 13th May 2024, 23:59

Interviews will be held on Wednesday 22nd May from 10am

What we offer:

- 28 days annual leave (in addition to all statutory public holidays), pro-rata for part time
- Flexible working arrangement (currently hybrid working with 2 core days – Wednesday and Thursday - in the office and 3 days working from home)
- Employer contributory pension scheme
- 24/7 Employee assistance programme & counselling service
- Commitment to allowing a good work/life balance
- Employee retail discounts powered by Reward Gateway Foundation
- Flu Vaccine reimbursement
- Life assurance scheme for those who work over 16 hours per week
- Generous Maternity leave pay
- Office closure during Christmas period