

## Placement Officer - WORKSTEP

### Additional Information



Bury EST is a supported employment agency run by Bury MBC. It provides a recruitment and job retention service for Bury residents with disabilities who require support in finding and maintaining suitable employment. The service also provides advice, support and practical assistance to local and regional employers in recruiting a diverse workforce.

This post will be attached to our WORKSTEP project. Bury EST delivers a WORKSTEP contract for 30 places and is funded on a staged outcome basis by Jobcentre Plus. You will play a key role in the implementation of the project by supporting people with a range of disabilities and health conditions in securing and maintaining paid employment.

The job involves matching our customers' skills to employer requirements, ensuring Health & Safety measures are adequate, and providing practical support to our clients. You will negotiate work experience placements, provide workplace training and assessment, and support personal and vocational development.

Although formal qualifications are not essential for this post, we are looking for individuals with established experience and skills. As you will be supporting employers and disadvantaged adults, it is essential that we recruit people with confidence, drive and enthusiasm.

The posts require excellent interpersonal skills as well as the ability to focus on achieving job targets. Strong assessment skills and good recording abilities will be vital. We use an industry-specific database to record all contacts with clients and employers as well as client progress.

The posts require initiative and good problem-solving abilities. Many of our clients will not have been in a workplace before and may be anxious about participating. The person appointed will need to be supportive by nature and have clear ideas on how to boost confidence and motivation.

You will be supervised by an experienced Employment Officer who leads on delivering this contract. The team enjoys a strong reputation for its experience, dedication and success. It has a strong team spirit, enjoys a sense of humour and is extremely supportive! If you think you can provide the qualities that we're looking for, we would welcome your application and look forward to you working with us. Good luck with your application.

For further information on the activities of Bury EST, visit our website at <http://www.buryest.org.uk>

