

## Job Description

<b>Job Title</b>	IPS Employment Specialist x 3
<b>Service/Department</b>	Individual Placement and Support (IPS) Service
<b>Salary</b>	£30,900 FTE
<b>Hours</b>	37.5 hours (Part time hours considered - 25 hours as minimum)
<b>Base</b>	Colchester
<b>Responsible to</b>	IPS Lead Employment Specialist

### Job Summary:

#### About the Role:

At Mid and North East Essex Mind we believe everyone deserves the chance to build a brighter future. As an IPS Employment Specialist, you'll be on the frontline of that mission—supporting people with Serious Mental Illness (SMI) to find, secure, and thrive in meaningful employment.

You'll deliver the IPS (Individual Placement and Support) model to the highest standards, helping people achieve their employment goals while working in close partnership with employers, health professionals, and the wider community.

This is a role where you'll make a lasting difference: empowering people, tackling inequalities, and helping to create inclusive workplaces.

### Key Responsibilities:

- Support Participants End-to-End – From first meeting through to sustained employment, providing personalised, strengths-based support.
- Create Individual Action Plans – Build tailored employment plans focused on people's goals, skills, and aspirations.
- Engage Employers – Build strong local employer networks, uncovering both advertised and hidden vacancies that match participant preferences.
- Work Alongside Health Services – Collaborate with mental health professionals to deliver joined-up support that integrates employment into recovery.
- Coach & Advocate – Provide on-the-job coaching, workplace adjustments, and advocacy to help people succeed and stay in work.
- Promote Rapid Job Search – Support participants to move quickly into the labour market in line with IPS principles.
- Build Community Networks – Strengthen referral routes with jobcentres, charities, and local organisations.
- Track Outcomes & Evidence Impact – Record progress accurately, measure against IPS-Grow KPIs (such as job start and sustainment rates), and prepare for fidelity reviews.
- Be Out in the Community – Around 80% of your time will be spent meeting employers, participants, and partners in the community.

- IT Literacy - Be comfortable and familiar with Microsoft Office 365 applications and other applications and programmes.
- Conduct - To represent and be an advocate of Mid & North East Essex Mind at all times.
- Any other duties commensurate with the post and grade.

**Organisational values:** *Post-holders should be able to demonstrate the following:*

<b>Value</b>	<b>Phrase</b>
Listening	We listen to the needs of our wider community and each other – actively engaging, learning and sharing every day
Co-Producing	We believe that the people affected by a service are best placed to help design it and reach collective outcomes together
Trusted	We build trust in our communities by consistently delivering high quality services and being honest in everything we do
Inclusive	We develop inclusive services and support that respect the diversity and dignity of everyone in our communities
Innovative	We explore new ideas and ways of working to build a culture that embraces innovation, excellence and creative solutions
Supportive	We foster a culture of empathy, respect and open communication to support our communities and each other

## Person Specification

### POST: IPS Employment Specialist

Category	Essential	Desirable
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to a level 3 level in Information, Advice and Guidance (IAG) or equivalent, or demonstrable experience in the industry and prepared to work towards</li> </ul>	<ul style="list-style-type: none"> <li>IAG Level 3 or 4 qualification</li> <li>IPS working experience</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Significant post basic qualification experience of working with adults with complex mental health needs.</li> <li>Evidence of MDT working.</li> <li>Partnership working and development.</li> <li>Local community organisations and statutory services</li> </ul>	<ul style="list-style-type: none"> <li>Experience of participants/ employers evaluation/planning and monitoring of services</li> <li>Experience of working within a clinical setting.</li> <li>Experience of developing partnership working within the local area.</li> </ul>
<b>Skills, Abilities &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of statutory requirements and legislation ie Mental Health Act, Safeguarding,</li> <li>Ability to provide assessment of individuals with complex mental health needs.</li> <li>Risk assessment and mitigation skills.</li> <li>Able to work as part of a team.</li> <li>Competent in the use of Microsoft 365.</li> <li>Ability to demonstrate effective written and verbal communication skills.</li> <li>Ability to work flexibly.</li> <li>Ability to uphold the Organisation's Values and Vision for future development of the Charity.</li> <li>Excellent interpersonal skills.</li> <li>Ability to adapt within a changing environment.</li> <li>Time Management skills.</li> <li>Ability to work under pressure.</li> <li>Full UK Driving Licence with access to a vehicle or the ability to travel independently out of hours</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with diverse groups ie BAME communities</li> <li>Knowledge of Risk Assessment and Risk Management.</li> <li>Research and evaluation.</li> <li>Information and Technology skills.</li> <li></li> </ul>
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>Inclusive</li> <li>Trusted</li> <li>Collaborative</li> <li>Supportive and Empathetic</li> <li>Innovative</li> <li>Active Listener</li> </ul>	<ul style="list-style-type: none"> <li>Flexible</li> </ul>