# POST: Retention and Employment Specialist

**LOCATION: Shipley /community based across Bradford district**

**GRADE / SALARY:**  **D1 £26,244 FTE per annum**

**HOURS:**  **Up to 37.5 hrs per week**

**CONTRACT: Fixed Term to 31 March 2026**

**ACCOUNTABLE TO:**  **Team Leader – Pathways to Employment**

**Purpose of the Job:**

Working within our Pathways to Employment team the Pathway to Retain Employment team supports people specifically who have employment with the purpose of supporting individuals to retain their employment. You will provide retention and employment related support for people at risk of being off work or who are currently off work who have challenges with their mental health.

This role will include working with people in the community with travel across Bradford District and Craven. Your caseload will include people who may have serious or complex mental health problems, use drugs/alcohol or have a criminal record.

**Main Duties:**

* Hold a caseload of clients, providing one to one support in the community for individuals in a recovery-focused and person-centred way, which builds confidence and helps people to move forward.
* Deliver high quality retention and employment related support for clients who are at risk of being off work or are off work due to ill-health.
* Support clients with employer employee communications, offering guidance around reasonable adjustments.
* Offer individuals action planning and goal setting, helping people to understand and overcome barriers to employment, job search skills, C.V. building, interview preparation, confidence building and the development of employability skills.
* Use own lived experience of recovery from mental health problems, as appropriate, to inspire and support others.
* Build a network of employer relationships to support individuals to find alternative employment where necessary and promote a smooth job on-boarding process.
* Ensure that client notes are recorded in an accurate and timely manner and kept updated.
* Work in line with all relevant Cellar Trust policies, always adhering to the correct procedures.
* Recognise and respond to safeguarding concerns ensuring they are escalated appropriately.
* Work closely with other health and social care professionals including statutory and voluntary agencies to ensure that support is joined up and of high quality.

**Values and Behaviours:**

* Create and maintain a culture of respect always challenging and rooting out discrimination and stigma.
* Demonstrate a consistent belief in people and tenacity in supporting people to improve their future.
* Be passionate about our work and inspire others to feel the same.
* Be committed to doing things well and always look for opportunities for improvement.
* Model excellent partnership and team working.

**Person Specification**

Listed below are the knowledge, experience skills and values you’ll need to do this job, we will assess these through your application or through tests or interviews after shortlisting.

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| **Knowledge** | **Method** |
| Qualifications to GCSE Grade 4 or above, or significant equivalent experience | **Application** |
| Awareness or knowledge and/or lived experience of the challenges facing people who have difficulties relating to their mental health. | **Application Assessment** |
| Knowledge of the employment environment for people who have challenges with their mental health. | **Assessment** |
| Have a good understanding of what reasonable adjustments might be available for people due to their mental health | **Assessment** |
| **Experience** |  |
| Working with people to help them build confidence, skills and knowledge that will support them in gaining or remaining in employment. | **Application** |
| Providing non-judgmental and appropriate support to people who have challenges with their mental health. | **Assessment** |
| Experience of using IT systems to record client notes | **Application** |
| **Skills** |  |
| Non-judgmental and supportive interpersonal skills | **Assessment** |
| Ability to engage with employers, building influential relationships | **Application**  **Assessment** |
| Ability to manage a caseload and workload effectively | **Application**  **Assessment** |
| Competent in Word, Excel, Outlook and other MS Software | **Application** |
| **Values** |  |
| A firm belief that all people matter and deserve respect | **Assessment** |
| An evidenced belief that everyone can change | **Assessment** |
| A track record of delivering on your commitments | **Assessment** |
| A personal commitment to equity, diversity, and inclusion | **Assessment** |