



ECHO FOR EXTRA CHOICES IN HEREFORDSHIRE

JOB DESCRIPTION – Outreach Officer (StEP)

18 hours per week

ECHO is a charity mainly working with people with moderate or severe learning difficulties. We also support people with mental health needs or who have physical or sensory impairments. ECHO runs 30 different activities each week in community settings across Herefordshire. ECHO is committed to providing services that promote choice, rights and independence for people with disabilities in Herefordshire. We make sure that we involve and inform people with disabilities about the services we provide.

ECHO's Steps to Employment Project (StEP) is a National Lottery Community Fund supported programme that builds on the success of our previous Inclusive Volunteering Project.

The StEP supports individuals as volunteers in ECHO projects, and in addition identifies volunteering, work experience and employment opportunities outside of ECHO for a diverse range of beneficiaries. This includes ECHO participants, supported volunteers and people from local communities who have a disability.

Main purpose of post

We are seeking to appoint an experienced, motivated and proactive individual to the Steps to Employment Project as an Outreach Officer in

a job share, to work collaboratively with the Volunteer Manager, existing Outreach Officer and Volunteer Coordinator of the StEP.

The Outreach Officer is tasked with actively recruiting StEP beneficiaries in creative ways. They will prepare the beneficiary for their placement through a series of individual and group training sessions and workshops including upskilling in IT, literacy, numeracy, work skills and the social and emotional challenges of being in a professional workplace. They will also work closely with the Department of Work and Pensions to minimise or negate loss of benefit where applicable.

Through networking, the Outreach Officer will establish, build and strengthen new and existing partnerships with local organisations and companies. This will consolidate the volunteering and employment support network across the county and break down barriers and challenge preconceptions of disability and employment.

Liaising with host companies they will guide on implementing reasonable adjustments in the workplace for beneficiaries where required. They will offer training around being a disability confident employer, ensuring each beneficiary has a bespoke opportunity, tailored to their skills, interests, talents and support needs.

Ideally the successful candidate will have experience of supporting disabled people either professionally or in their personal life, but a demonstration of commitment to this area of work or experience with other vulnerable groups will also be considered.

Job Purpose

- To recruit and support a wide range of StEP beneficiaries to take up successful placements within the community.
- To actively identify, approach and support companies and partner organisations to make placements or work a success for both the beneficiary and host organisation.

Main Tasks

1. In partnership with the existing Outreach Officer and Volunteering Co-ordinator, induct, place and support StEP beneficiaries in the community.
2. Recruit new community partner organisations.
3. Find and attend networking events relevant to the StEP throughout the County.
4. Help set up interesting and meaningful placements in a variety of settings to meet the aspirations of the beneficiary in the StEP programme.
4. In partnership with the existing Outreach Officer and Volunteer Co-ordinator, provide ongoing and high quality supervision and support for all beneficiaries.
5. Work with organisations to remove barriers to placements and help to resolve any issues that arise.
6. Work with the Volunteer Manager and ECHO marketing officer to promote the project to potential volunteers and other organisations.
7. Form links and work with employment support agencies and signpost work ready volunteers.
8. Provide training for host organisations, their staff and existing volunteers on how to support StEP beneficiaries with additional needs, addressing misconceptions and promoting good practice.
9. Making sure that all monitoring, evaluation and reporting required by the project is completed accurately and on time.
10. Attending relevant training events /activities for continued professional development.

11. Attending regular staff meetings and supervisions.
12. Working within all ECHO's policies and procedures.
13. Undertake any other duties commensurate with the post, as requested by your manager.

Project Specific Duties

1. To support the Volunteer Manager with all aspects of the Steps to Employment Project and encourage development under their guidance including:
 - Delivering the outcomes and targets as agreed by the National Lottery Community Fund.
 - Monitoring progress of all work with volunteers and beneficiaries against the outcomes and targets set.
 - To help with arranging social events for volunteers to celebrate the work they do and to promote a cohesive volunteering team.

Terms and conditions

Hours: 18 hrs per week

Salary: £26,550 (£12,744 pro rata)

Annual leave: Entitlement is 6 weeks' annual leave per annum (Jan to December). This includes pro rata bank holidays and a mandatory week at Christmas when all ECHO activities are closed.

Sickness entitlement: All employees are entitled to up to 6 weeks on normal pay, including any Statutory Sick Pay (SSP) entitlement. Employees whose normal earnings are in excess of the Lower Earnings Limit for payment of National Insurance Contributions may also be entitled to SSP for up to 28 weeks in any period of incapacity. Any

previous period of sickness absence in the 12 months preceding the first day of the new period of absence, will be counted against the absence. Trustees may make a discretionary decision to extend periods of full or half pay to individual members of staff in situations of specific need and within the available resources of ECHO. Any such decision would be at the request of the chief officer to a meeting to the full board of trustees.

Pension: ECHO offers the NEST (National Employment Savings Trust) pension scheme to employees.

PERSON SPECIFICATION – Outreach Officer (StEP)

	Essential or Desirable
Experience	
Experience of working with people with disabilities (either in a paid or voluntary role)	E
Experience of supporting individuals into employment	D
Experience of running a programme of training and support	D
Experience of supporting volunteers	D
Experience in networking and building relationships	D
Qualifications and Training	
A good general level of education	E
Attendance on any courses relating to working with disabled people	D
Health & Safety training	D
Qualification in Volunteering	D
Qualification in training	D
Skills & abilities	
Good administrative, organisational and time management skills	E
Able to communicate with disabled people in a way that promotes respect & equality	E
Able to work as part of a team and share skills and knowledge	E

Able to set priorities and work under own direction	E
Good working knowledge of using computers	E
Good verbal communication skills	E
Ability to find practical solutions to problems	E
Car driver with a reliable vehicle for use during work and willingness to transport participants and StEP beneficiaries	E
Project Specific Skills	
Experience of monitoring and evaluation	E
Personal Qualities	
An understanding of and commitment to the principles of equality and diversity	E
Respect for people's rights and dignity	E
A person centred approach to working with individuals	E
Adaptable and willing to learn new skills	E
An understanding of the importance of confidentiality	E
Self-motivation and enthusiasm	E
Sensitivity and diplomacy	E