

BRIDGE EMPLOYMENT

TEAM LEADER (Maternity Cover up to 1 year)

JOB DESCRIPTION AND PERSON SPECIFICATION

Salary Point 26-28 NJC Payscale (£20,295 - £21,654)

Responsible to: Project Manager

Responsible for: Employment Workers

Purpose of the job:

1. To manage a staff team of employment workers
2. To cover a caseload during busy times
3. To manage referrals

JOB DESCRIPTION

- To be responsible for day to day operation of the delivery team
- To carry out monthly supervisions and annual appraisals
- To be responsible for the implementation of Bridge Employment policies and procedures that relate to delivery work within the team
- To work closely with team members to manage cover and daily workloads
- To be responsible for ensuring the work of the team meets the quality standards set down by the agency
- To ensure that the monitoring required by the agency team is done correctly and handed in on time
- To work with the project manager to manage new referrals to the agency
- Lead caseload meetings
- To ensure that the delivery team meets the outputs as set down by the funders and to manage the best use of the resource

PERSON SPECIFICATION

Essential

- An understanding of the issues staff may face in an employment agency working with people with disabilities and mental health problems
- At least two years experience of working in an empowering way with adults with support needs
- The ability to manage staff effectively
- To have a professional approach in all interactions
- A strong belief that people with mental health problems and learning disabilities can achieve sustainable paid employment
- Excellent time management skills
- The ability to motivate a staff team to find employment for disabled people
- To promote the development of positive relationships with employers
- Ability to make decisions at management level about caseload issues
- A good understanding of adult protection issues and the ability to take appropriate action (training can be given)
- Good knowledge of the benefits system and the way it affects people with disabilities and their families and carers
- The ability to solve problems with respect, empathy and diplomacy
- An understanding and commitment to anti-oppressive practise

Desirable

- A relevant social care; training; information, advice and guidance or supported employment qualification
- Management and staff development training
- Experience of management of a team, project, paid staff or volunteers

RECRUITMENT PROCESS

Staff who wish to apply should fill in a Bridge Employment application form, addressing each point of the **person specification** in turn. The deadline for applications will be Thursday 22nd December 2005. Interviews will be early / mid January.