

Supported Employment Specialist (SES)

Job Description and Person
Specification

Supported Employment Specialist

– Supported Employment Team

Hours	Full Time (37 hours per week, we are unable to consider any part time roles currently, but can offer flexible working)
Salary	£30,660 per annum (<i>pro-rate</i>)
Contract	Permanent (<i>subject to probation</i>)
Location	This is a community-based role, with occasional team activities held at our Horsforth offices. The position also involves co-locating with clinical and community teams and working flexibly across various locations throughout the city.
Annual Leave	28 days a year plus 8 Statutory holidays, rising to 31 days after 3 years
Pension	3% employer contribution, 5% employee contribution, enhanced by salary exchange
Probationary Period	6 months
Reporting to	SE Team Leader
DBS Check Level	Enhanced

Introduction

We have faith and optimism in the people who access our services and so delivery is built around their needs. We support the people of Leeds West Yorkshire to discover their own resources to 'recover' from periods of poor mental health, and to live life independently, often alongside lifelong conditions. Our values of Being Open, Supportive, Brave, Connected and Resourceful are pivotal to the work we do.

WorkPlace Leeds, a core part of Leeds Mind, provides specialist, community-based employment support across the city, following both the **Individual Placement and Support (IPS)** model and **Supported Employment quality frameworks (SEQF-informed)**

Our approach recognises that employment can play a vital role in recovery, independence, and wellbeing. We support individuals with a range of needs, including mental health conditions, **neurodiversity (autism, ADHD), and learning disabilities**, to gain and sustain meaningful employment through personalised, strengths-based support.

Support is delivered through one-to-one sessions, employer engagement, and **multi-disciplinary collaboration**, ensuring a holistic, person-centred approach.

Belonging at Leeds Mind

Leeds Mind is committed to creating an inclusive environment – equity, diversity and inclusion are at the heart of everything that we do.

We are committed to ensuring that our colleagues, volunteers and people who access our services feel a sense of belonging at Leeds Mind that gives them the confidence to share their unique perspectives and experience.

By creating an inclusive environment that fosters belonging, we aspire to attract colleagues and volunteers who offer diversity of experience and thought. We believe this will ultimately improve the service we provide as well as the employee and volunteer experience.

To find out more about how we are developing this you can click [here](#).

Purpose of the role

To provide a high-quality employment support service, delivering both **IPS and Supported Employment (SEQF-aligned)** approaches to individuals accessing services in Leeds.

You will manage a caseload of individuals facing a range of barriers, including mental health challenges, autism, ADHD, and learning disabilities, supporting them to gain, retain, or return to employment.

You will deliver support in line with IPS principles (including rapid job search and integration with clinical teams) alongside **structured Supported Employment approaches**, such as vocational profiling, job carving, systematic instruction, and employer engagement focused on inclusive practice.

We encourage all interested candidates to watch an introductory video which describes the impact of being an Employment Specialist utilising these frameworks.

IPS -- Follow this link to the video - [Transform Lives Through Employment - IPS - 2024 \(youtube.com\)](https://www.youtube.com/watch?v=...)

SEQF -- Follow this link to the video - [Engaging Jobseekers: The Supported Employment Model](https://www.youtube.com/watch?v=...)

Main Tasks and Responsibilities

This role is ideal for a proactive, recovery-focused individual passionate about supporting people with lifelong co-difficulties to gain and sustain paid employment through high-quality, structured frameworks.

1. Person-Centred Employment Support

- Support individuals to gain and sustain competitive paid employment, aligned with their preferences, strengths, and goals.
- Manage a caseload of around 20–25 clients, delivering tailored, flexible support.
- Complete and review vocational profiles and action plans, incorporating strengths, barriers, and aspirations.
- Provide one-to-one employment support, including CVs, applications, interviews, disclosure, reasonable adjustments, and in-work support.
- Deliver neurodiversity-informed support, adapting approaches for individuals with autism, ADHD, and learning disabilities (e.g. structured coaching, visual supports, tailored communication).

2. IPS & Supported Employment Delivery

- Deliver support in line with IPS principles, including rapid job search, competitive employment, and time-unlimited support.
- Apply Supported Employment approaches (SEQF-informed), including job carving, task analysis, and place–train–maintain principles.

- Provide in-work support, using structured coaching, systematic instruction, and gradual reduction of support where appropriate.
- Maintain a focus on job matching, ensuring roles align with individual strengths, preferences, and needs.

3. Employer Engagement & Inclusive Practice

- Proactively engage and develop employer relationships to create opportunities.
- Work with employers to design inclusive roles, including job carving and reasonable adjustments.
- Promote the benefits of employing people with mental health conditions and neurodiverse needs, challenging stigma.
- Support employers to implement inclusive recruitment and retention practices, including workplace adjustments.

4. Partnership & Multi-Disciplinary Working

- Work in close partnership with clinical and community teams, contributing to shared professional meetings and care planning.
- Collaborate with wider services to support individuals with complex or multiple barriers.
- Ensure employment is integrated into holistic support and recovery plans.

5. Quality, Performance & Fidelity

- Participate in IPS and SEQF fidelity and quality assurance processes, including caseload reviews and field mentoring.
- Maintain accurate, timely records and contribute to achieving KPIs and outcomes.
- Reflect on practice and use feedback to support continuous improvement.

6. Safeguarding, Compliance & Professional Practice

- Work within Leeds Mind policies, procedures, and values.
- Identify and respond to safeguarding concerns appropriately.
- Participate in supervision, training, and team meetings to support professional development.

Organisation

- Participate in monthly 1:1s, quarterly performance and development meetings, and compulsory Leeds Mind training programmes.
- Attend and participate in service/team meetings.
- Work within the framework of Leeds Mind's policies and procedures.
- Promote the values, behaviours, and ethos of Leeds Mind
- Respond and report on safeguarding concerns in line with the Leeds Mind safeguarding policy and procedure.
- Undertake any other reasonable duties as and when required.

Person Specification

	Essential	Desirable
Knowledge/Qualifications	<ul style="list-style-type: none"> • Awareness of the IPS model and principles alongside Supported Employment approaches (e.g. SEQF or equivalent frameworks). • Knowledge of the barriers faced by individuals with mental health conditions, autism, ADHD, and learning disabilities in accessing employment. • Awareness of reasonable adjustments and inclusive employment practices, particularly for neurodivergent individuals. • Awareness of strengths-based and person-centred approaches to employment support. 	<ul style="list-style-type: none"> • Qualification or training in mental health, vocational rehabilitation, employment support, coaching, or related fields. • Working knowledge of IPS and/or SEQF fidelity principles and quality standards. • Knowledge of employment law, reasonable adjustments, and workplace wellbeing. • Understanding of the benefits system (e.g. Universal Credit, ESA) and its interaction with employment. • Knowledge of job carving, systematic instruction, and task analysis. • Awareness of sensory needs, executive functioning challenges, and communication differences associated with autism and ADHD.
Skills/Ability	<ul style="list-style-type: none"> • Ability to deliver person-centred, strengths-based employment support, adapting approaches to individual needs. • Strong communication skills, including the ability to use 	<ul style="list-style-type: none"> • Skills in systematic instruction, workplace coaching, or supported employment techniques.

	<p>clear, accessible, and flexible communication methods for individuals with different communication styles.</p> <ul style="list-style-type: none"> ● Ability to support individuals with neurodiverse needs, including adapting pace, structure, and delivery style. ● Ability to coach individuals in workplace skills, routines, and confidence-building. ● Confidence to work with employers to promote inclusive recruitment, job design, and retention strategies. ● Ability to balance performance targets with personalised, responsive support. ● Basic IT skills, including use of Microsoft Office and digital record-keeping systems. 	<ul style="list-style-type: none"> ● Ability to deliver training or guidance to employers on neurodiversity inclusion.
Experience	<ul style="list-style-type: none"> ● Experience supporting individuals with mental health conditions, disabilities, or complex barriers, including neurodiversity. ● Experience of delivering one-to-one support in a structured or outcomes-focused environment. 	<ul style="list-style-type: none"> ● Experience working with individuals with autism, ADHD, or learning disabilities. ● Experience using Supported Employment approaches such as job carving, in-work support, or workplace coaching.

Behavioural	<ul style="list-style-type: none"> ● Strong commitment to the approach and belief that anyone who wants to work can work with the right support. ● Lives our values every day – Being Open, Supportive, Brave, Connected, and Resourceful ● Open to change and able to work flexibly in line with the needs of the service/organisation ● Commitment to working in partnership with service users, management, and staff ● Understanding of the challenges faced by people experiencing mental health difficulties ● Demonstrate a commitment to equality and diversity in the workplace ● Commitment to safeguarding clients and others you may encounter as part of your role. 	<ul style="list-style-type: none"> ● Lived experience of mental health difficulties