

IPS Mental Health

Employment

Specialist

Job Description and
Person Specification

IPS Employment Specialist– Workplace Leeds

Hours	Full Time (37 hours per week, we are unable to consider any part time roles currently, but can offer flexible working)
Salary	£28,164 per annum (equivalent to NJC scale 6 point 18)
Contract	Permanent (subject to probation)
Location	This is a community-based role, with occasional team activities held at our Kirkstall and Horsforth offices. The position also involves co-locating with clinical 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	Workplace Leeds Employment Team Leader [East]
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 with their mental health difficulties. 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 mental health employment support across the city, following the **Individual Placement and Support (IPS)** model. We believe that employment is a vital part of mental health recovery. Our service helps individuals to find or sustain meaningful work, maintain relationships, contribute to their communities, and reduce loneliness and isolation. Support is delivered through a combination of **one-to-one sessions** and **multi-disciplinary collaboration**, ensuring a holistic and 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 an IPS employment support service in line with Leeds Mind values to individuals who are accessing secondary mental health services in Leeds.

You will be required to manage a caseload of clients who have experienced mental health difficulties and who are either unemployed or seeking to return to current employment following long term absence. You will be expected to deliver the IPS approach (according to the key principles of IPS). You will work with all relevant

stakeholders, including employers, to support the client to gain and retain paid employment.

We encourage all interested candidates to watch an introductory video which describes the impact of being an IPS Employment Specialist. Follow this link to the video - [Transform Lives Through Employment - IPS - 2024 \(youtube.com\)](https://www.youtube.com/watch?v=...)

Main Tasks and Responsibilities

This role is ideal for a proactive, client-focused individual passionate about supporting people with mental health challenges in achieving their employment goals.

- **Support individuals with moderate and enduring mental health difficulties** to secure and/or retain meaningful employment, in line with their career aspirations and abilities.
- **Manage a caseload of approx. 20 clients**, tracking progress, providing regular feedback, and ensuring timely interventions to meet employment goals.
- **Develop personalised action plans** to help clients identify job goals, overcome barriers, and prepare for job search and interviews.
- **Engage in regular employer outreach**, including cold calling, networking, and face-to-face meetings, to create a network of supportive workplaces.
- **Build and maintain employer relationships** to identify job opportunities, promote the benefits of employing individuals with mental health challenges, challenge the stigma of mental health in the workplace, and provide ongoing support to both employer and employee.
- **Conduct one-to-one job coaching** and provide advice on CV writing, job applications, interview techniques, safely disclosing mental health in the workplace, reasonable adjustments in the workplace, wellness action plans, and in work support to retain suitable posts.
- **Work in close collaboration with clinical teams** and other professionals to ensure a holistic, 'wrap around' approach to employment support, as well as promoting awareness of our approach to these teams. This will include regular community co-location and regular attendance to multi-disciplinary meetings.
- **Maintain accurate and timely records** of client interactions, employer engagements, and employment outcomes, ensuring compliance with data protection policies and our fidelity quality guidelines.
- **Deliver ongoing in-work support** to help clients sustain employment, addressing any issues related to mental health or job performance.
- **Monitor and evaluate client progress** and adapt support plans accordingly, with a focus on achieving long-term employment sustainability.

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"> ● GSCE English and Maths (or equivalent) at grade C/4 or above ● Basic knowledge and/or awareness of the barriers faced, and support required for people experiencing mental health difficulties in the workplace. ● Basic understanding of Safeguarding Vulnerable Adults, Children and Young People ● Basic understanding of the Individual Placement and Support (IPS) model or other supported employment approaches. 	<ul style="list-style-type: none"> ● Qualification in vocational rehabilitation, mental health, mediation/ advocacy, or related fields. ● Advanced understanding of The Individual Placement and Support Employment model (IPS), and it's fidelity quality measures. ● Knowledge of the local job market and available employment opportunities. ● Understanding of employment law and reasonable adjustments for individuals with disabilities or mental health conditions. ● Knowledge of the benefits system, including Universal Credit and Employment Support Allowance. ● Developed understanding of safeguarding policies and practices when working with vulnerable individuals.
Skills/Ability	<ul style="list-style-type: none"> ● Basic level of IT skills, inc. use of Microsoft Word and Excel. ● Strong organisational skills, able to manage a caseload, prioritise tasks, and meet deadlines / targets. 	<ul style="list-style-type: none"> ● Elevated level of IT skills, including the use of databases, wider MS Office functions, online job-search platforms, and clinical client management systems.

	<ul style="list-style-type: none"> ● Empathy and sensitivity when working with individuals experiencing mental health difficulties, maintaining a non-judgemental and supportive approach. ● Initiative to network and engage with employers (or stakeholders). ● Problem-solving skills with a solution-focused mindset, able to help clients overcome barriers to employment and empower them to gain employment that matches their aspirations and experience. ● Communication and interpersonal skills, with the ability to build rapport and engage effectively with clients, employers, and clinical teams. 	<ul style="list-style-type: none"> ● Excellent communication skills, with the ability to persuade, empower, motivate, and mediate ● Proven ability to network and engage with employers (or stakeholders), promoting the benefits of hiring individuals with mental health challenges.
Experience	<ul style="list-style-type: none"> ● Experience in a similar role supporting individuals with mental health conditions or disabilities. ● Experience of delivering support in a performance-driven environment, meeting specific outcome targets. 	<ul style="list-style-type: none"> ● Experience of working within mental health employment services, alongside clinical teams (particularly in an IPS service). ● Coaching or mentoring experience, particularly with vulnerable or disadvantaged groups in community or clinical settings. ● Previous experience with employer engagement or job development activities.



Behavioural	<ul style="list-style-type: none">● 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● A commitment to the Individual Placement and Support approach to mental health recovery.
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