



Assembly

Job Pack

**enable
works**

Our values

Our values guide us in everything we do

1

Ambition

We set ambitious goals and high standards for ourselves. We strive to improve the lives and experiences of the communities we serve

2

Challenge

We challenge the status quo when there is a better way.

3

Impact

We focus all our efforts on impact and outcomes for the people and communities we serve.

5

Integrity

We make the right decisions, not the easy ones

4

Equity

We believe everyone has the right to live in a fair and equal society.



enable works

We believe that every person in Scotland has the **right** to work in a job that is high **quality** and **well paid**.

Enable Works supports over **7,000** people every year across 29 Scottish Local Authorities to learn **skills** for **work**.

We meet clients in a variety of settings including in **schools** and **universities** and out in the **community**.

We **partner** with thousands of employers to create **inclusive** cultures and improve the **diversity** of Scotland's workforce.

Together we will **challenge perceptions** of disability and **unleash potential**.



Why are we needed?

Disabled people experience **significant barriers** to employment and are **underrepresented** in Scotland's **workforce**.

The **Disability Employment Gap** refers to the difference in employment rates between disabled people and the rest of the working age population. The disability employment gap in Scotland is currently **31.2%**, the **biggest** in the **UK**. For someone who has a **learning disability** the gap is even bigger – **75.1%**

But even when in work, disabled people still experience disadvantage and for every pound a non-disabled person earns in work, a disabled person earns **just 86p**.

It's not good enough and we want to change it.

Success to us means everyone **who can** and **wants to work** has the right support and opportunities that **enables** them to **thrive** and live a **good life**.

What we do



Our commitment to Diversity, Equity and Inclusion

We don't just accept difference, we wholly **support** it and **celebrate** it. Achieving **diversity in the workplace** is a **priority** at Enable Works.

Our **culture** is one of our **greatest assets** and it's important to us that we **recognise** and **value** each other's differences and treat each other **fairly** and with **respect**. We create a space where you can bring your **authentic self** to work and we **foster a culture** where you can **challenge, grow** and **learn** from each other.

"At Enable Works there is respect and understanding at all levels of the business and we are empowered and encouraged to take ownership for our roles, and helped to develop"

Employment Coordinator

We want our team to reflect the **communities we serve** and our **shared ambitions** for our clients. We are a team of **people who support people** to achieve their goals and aspirations.

We offer **flexible working practices** that promote a **strong work/life balance** so that when you are at work you can be the **best version of you**.

Values are more important to us than qualifications or experience, so if you don't think you meet every requirement that's ok, we still want to hear from you.

At Enable Works we are **dedicated** to building a **diverse** and **inclusive** workplace, so if you are **excited** about this role but your past experience doesn't align perfectly, we **encourage you to apply** anyway. You may be the right candidate for this role, or other roles.

Our commitment to you

We want you to be able to perform **the best you possibly can** be through the interview process and be able to fully **demonstrate your skills** and **suitability** for the role.

We want to **get to know you** and see if you're a **good fit** for the job- it's not to catch you out!

We offer all candidates the interview questions ahead of time so you can prepare your answers in advance- we genuinely want you to do well and to hear your best answers, it's not a memory test!

We encourage you to **speak to us** about any **accommodations, adjustments** or **support** you may need to the interview process.

Some **examples** of adjustments we have provided include:

- **Offering a choice of face to face interview or online**
- **Changing the time to avoid peak travel or the school drop off**
- **Providing additional time with interview assessments**
- **Having a job coach with you at the interview for support**
- **Offering a practical work trial**
- **Walking interviews**
- **Visit to the venue in advance**

If you **choose** to interview in person, our venues are fully **accessible** and we ensure you can **access them easily** using public transport.

Adjustments can **look different for everyone**- it's also okay if you're **not sure** what you need, speak to us and **we can help**.

Diversity, Equity & Inclusion Consultant

35 hours per week

Permanent

Salary - £30,378

Area: Glasgow, with travel across the Central Belt

Role Profile

Your role as a DEI Consultant is to support our employer partners introduce inclusive practise and understand how to recruit and support a diverse workforce.

What will you do?

Delivering a pioneering DEI programme, you will provide support to young disabled people in employment and help their employers to develop skills in supporting disabled colleagues, by delivering effective DEI interventions.

You will:

- Develop relationships with employers and through training and coaching, equip them with the necessary knowledge and skills to successfully recruit, retain and develop staff with disabilities.
- Provide on-site support to young people in employment, coaching them to be successful in their roles
- Provide support to the young peoples' managers and colleagues, developing skills within the team to provide support to colleagues with disabilities
- Work with the DEI team to continuously design and deliver and a suite of comprehensive training programmes, designed to promote diversity and inclusion in the workplace.
- Build professional relationships with stakeholders and employers to create opportunities for ongoing DEI work

What will you do?

You will support our ambitions to become the provider of choice for high-quality DEI training by:

- providing excellent support to Enable Works partners and delivering effective and engaging DEI interventions, including training.
- working with the DEI team to design and deliver engaging training programmes.
- acting as an ambassador for Enable Works with external stakeholders and developing the positive reputation of the organisation as a centre of excellence for DEI training.
- actively demonstrating the positive benefits of DEI through a pioneering DEI programme

You will be accountable for:

- Keeping accurate and up-to-date records
- Managing your time efficiently
- Maintaining client data systems
- Recording and gathering project information in line with your work plan and timescales
- Handling and storing information in line with Enable Works GDPR and data protection policy
- Reporting accurately on all activity as requested
- Meeting performance expectations

Contribution to strategy:

- Sharing best practice and opportunities with your colleagues
- Staying up to date with developments in the field of DEI and identifying opportunities
- Having a positive and flexible response to change
- Collaboratively working across the team on departmental delivery
- Taking part in our regular staff get togethers and sharing your experiences, challenges and successes!

The skills you will bring

We really need you to have these

- Dynamic and engaging training skills
- Ability to manage your own workload and prioritise as needed
- Confident communicator
- Strong attention to detail
- Professional presentation and personality
- Ability to coach young people with disabilities in the workplace
- Ability to build relationships with external partners and promote EDI training and interventions.
- IT literacy
- Comfortable working towards targets
- A natural, professional relationship builder
- A full driving licence

Why?

At Enable Works, our goal is to create a more equitable society where everyone has fair and equal opportunities to gain and sustain employment.

Our Diversity, Equity and Inclusion team supports employers to build inclusive practise into every area of their business and feel more confident in hiring disabled employees and supporting them in the workplace. Your professional approach, clear communication and training skills will support employers through this process.

Our culture is autonomous so that means we trust you to develop relationships with employers and schedule learning and support with them that works for their business and we need you to manage your workload and you time well.

The skills you will bring

We expect you to offer quality support to young people in employment and their employers and this takes a proactive and motivated approach.

Having the confidence to get out and engage with employers, talk to them about the benefits of diversity and inclusion, and motivate them to make changes within their organisation, will be key to the success of your programme.

You will be representing Enable Works in everything you do, so you will need a professional, can do attitude. Our reputation is important to us.

You will be given a work plan with targets. We will support you throughout but you need to be comfortable working towards them.

We would love it if you had these

- Understanding of employability in Scotland
- Understanding of barriers our clients might face when looking for work
- Experience working in a performance focussed team
- Experience of building employer relationships
- Understanding of relevant policy and legislation
- Experience working with ethnically diverse clients



Our benefits

We believe in **developing** all our staff and we provide an extensive **learning programme** together with **career development** opportunities.

Examples have included:

- **Job Specific training including Modern Apprenticeships and Graduate Apprenticeships**
- **PDA in Supported Employment at SCQF Level 7**
- **Leadership Development**
- **Executive MBA**
- **Support with applying for international scholarships**
- **Mentoring with senior leaders**

We also provide time monthly for staff to "**Drop Everything and Learn**" and staff have taken up opportunities to **learn BSL** and **upskill** in new areas of work . We also encourage shadowing and learning across our teams so you can better understand different areas of the business. Your **learning journey** is **driven by you** and **your aspirations** and is fully **supported by us**.

We also have an excellent range of staff benefits including:

- Health cash plans providing a wide range of health benefits to help people cover the cost of their everyday health care.
- Employee Assistance Programme
- Blue Light Card
- Cycle to Work Scheme
- Season Ticket Loans