



Assembly

CITYBUILDING

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DEWALT

DEWALT

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.

The logo for Enable Works, featuring a stylized white 'Q' on a pink circular background, followed by the text 'enable works' in white lowercase letters.

# 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 **5500** people every year across 28 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 83p**.

**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 Equity, Diversity 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**.

## **Performance Manager**

35 hours per week

Permanent

Salary - £33000-£36000

Area: Glasgow/Inspire House

## **Role Profile**

Your role, as a Performance Manager will be to manage the performance and quality of our contracts in Glasgow and the surrounding area. You will be responsible for performance management; key to this will be developing positive professional relationships with our staff teams and programme partners in each area. You will directly line manage a team of Employment Coordinators, a Trainer and Administrator.

## **What will you do?**

You will work largely out in the community engaging your team face to face.

You will provide high quality support by:

- Motivating our teams and monitoring performance to ensure we deliver a quality service to our clients.
- Ensuring fidelity to our tried and tested models of success
- Deliver targeted coaching, supported by your team leader, to drive performance in line with contractual targets.
- Providing a solutions focussed and creative approach to get the best from each member of your team, understanding their individual motivations.
- Support your team to identify risks to effective performance, and work closely with your team leader to coach and deliver effective contingencies.
- Delivery of regular meetings with your team, both 1-2-1 and in a group to support delivery of expected outcomes.
- Build and cultivate professional relationships with key stakeholders

# What will you do?

You will support our ambitions for delivering high performing contracts by:

- Accurately forecast delivery and work collaboratively with the leadership team to future-proof performance and income.
- Manage quality and compliance standards across your team to ensure we meet and exceed performance expectations.
- Represent Enable Works at local and national external events
- Innovating and collaborating across your team to support the wider Enable Works performance
- Ensure income targets are realised in line with budget forecast, and where possible exceed.
- Drive performance to allow a strong negotiating position for contract growth and sustainment.

You will be accountable for:

- Gathering accurate programme information in line with timescales and workplan; allowing for accurate forecasting of outcomes.
- Managing your time and workload efficiently
- Overseeing all internal audits, with the support of our independent compliance team, working with them to identify trends and create solutions.
- Handling and storing information in line with Enable Works GDPR and data protection policy
- Reporting accurately on all activity as requested

Contribution to strategy:

- Sharing best practice and opportunities with your colleagues
- Positive and flexible response to change
- Collaborative approach to team and departmental delivery
- Taking part in our regular staff get togethers and share your experiences, challenges and successes!



# The skills you will bring

## We really need you to have these

- Experience of working in a performance focused team.
- Ability to effectively coach and motivate teams to achieve high performance.
- Effective project management skills and ability to think strategically to achieve long-term goals.
- A natural, professional relationship builder with the ability to partner and negotiate with stakeholders.
- Experience of delivering on financial expectations and forecasting change.
- Strong attention to detail with professional presentation and personality.
- Self-management skills and the ability to meet duties effectively within agreed timescales.
- Confident communicator.
- Role model.
- IT Literacy.
- A full driving licence and access to a car.

## Why?

Our vision is that every person in Scotland is able to access the support they need to find a high-quality job that pays them well and your drive and commitment to this job will help them get there.

You will understand that each member of your team has individual skills and aspirations and you will work closely with your team to ensure they are supporting our clients to progress towards their chosen career goal. You will recognise the importance of delivery of our commitment to our funders in terms of both performance and financial targets.

# The skills you will bring

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. As a performance manager, you will have an approachable and flexible style of management with the ability to coach and develop your team to achieve the best for them and our clients.

Our culture is autonomous so that means we trust you to manage your time effectively. You will effectively monitor the performance and best practice of your team, ensuring the delivery of high-quality services that exceed the expectations of our clients and funders. Attention to detail is important as it means you can work accurately and follow instructions.

We have high expectations for our clients and our staff teams, and you will be given a work plan with targets. We support you throughout, but you need to be comfortable working towards them and managing your team to do the same.

## We would love it if you had these

- Understanding of employability services and programmes including Supported Employment
- Experience of delivering or managing employability programmes
- Experience working to strict compliance expectations
- Experience working in a performance focussed team
- Experience of working with people who have multiple/complex barriers
- Understanding of relevant policy and legislation



# 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