



Assembly

BUILDING

CITYBUILDING

**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' icon on the left and the text 'enable works' in a white, lowercase, sans-serif font on the right, all contained within a large, vibrant pink circle.

**enable  
works**



# 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**.

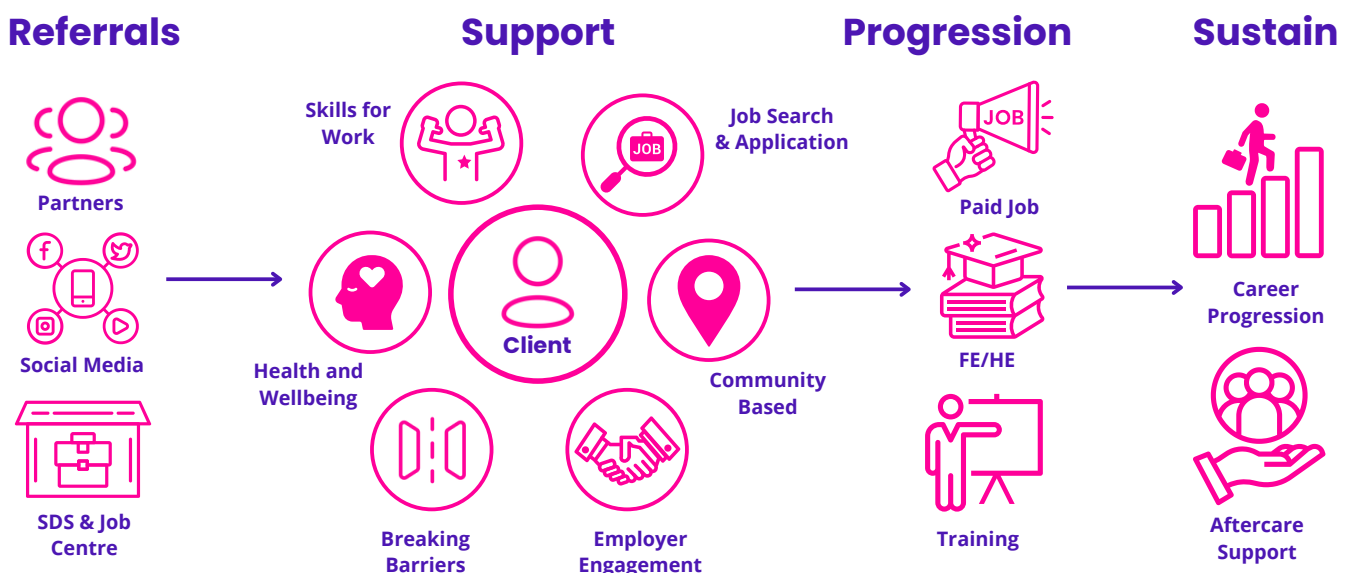
The **Disability Employment Gap** refers to the difference in employment rates between disabled people and the rest of the working age population. The disability employment gap in Scotland is currently **31.2%**, the **biggest** in the **UK**. For someone who has a **learning disability** the gap is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

# Employer Engagement Coordinator

35 hours per week

Permanent

Salary - £30,377

Area: Dundee

## Role Profile

Your role, as an Employer Engagement Coordinator is to establish relationships with employers in the community, increase their workplace accessibility and support the creation of inclusive job opportunities for people who have barriers to work.

## What will you do?

You will work largely out in the community engaging employers face to face. You will work collaboratively with employers to help them gain an increased understanding of the support needs of current, or future employees, with disabilities. You will help employers to assess their recruitment and employee support practices and make a series of recommendations to ensure they adopt inclusive practises.

You will provide high quality support by:

- Market and promote our programmes to employers.
- Engage with your team to identify key sectors to target and source opportunities.
- Proactively engage with employers and establish relationships that will benefit our clients.
- Delivery of introductory Equity, Diversity & Inclusion training.
- Demonstrate a commitment to excellent customer service throughout all external partner engagements, as well as a focus on continuous improvement.
- Managing professional relationships with stakeholders and employers to increase workplace accessibility and support the creation of opportunities for disabled people.

# What will you do?

You will support the delivery of projects by:

- Keeping accurate and up-to-date records ready for audit.
- Recording and gathering project information in line with project timescales and work plan.
- Handling and storing project information in line with Enable's data protection policy.
- Reporting accurately on project activity when requested and in line with project timescales.

You will be accountable for:

- Meeting and exceeding individual project expectations and targets.
- Innovating and collaborating across your team to support wider Enable Works performance.

Contribution to strategy:

- Sharing best practice and opportunities with Enable Works colleagues.
- Positive and flexible response to changes in work plans.
- Collaborative approach to team and departmental delivery.
- Managing your time/caseload efficiently in order to respond to additional duties as required.
- Supporting the training and marking of accredited staff training.
- Representing Enable Works and Enable with an understanding of departmental and organisational strategies.
- 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

- The drive, energy and commitment to support employers to become more inclusive in their practices and support disabled people into employment.
- Ability to manage your own workload and prioritise as needed.
- Confident communicator.
- Strong attention to detail.
- Professional presentation and personality.
- Some knowledge of the local community.
- Ability to work with a range of different employers and deliver training to meet specific the needs of their business.
- 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 Equality, Diversity 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

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

## Education



Stepping Up



Breaking Barriers

## Employability and Skills

Skills for Work



Increased aspiration



Health and Wellbeing



Client



Community Based



Job searching & CV building

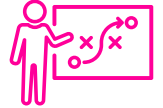


Employer Engagement

## Corporate Support



Expert consultancy



Strategy Development



Executive Coaching



Training

Closing the disability employment gap

High quality, better paid, sustainable jobs

Unleashing the potential of Scotland's workforce