

**JOB DESCRIPTION**

**Team Leader: Enfield SMI IPS Team**

**Days**: Monday to Friday

**Hours**: 35 hours, evening work on occasion

**Salary**: £38,778

**Reporting to:** Operations Manager (Enfield)

**Overall Function**

The Team Leader manages a team of Employment Specialists providing supervision, training, caseload management, and role modelling of the Individual Placement and Support (IPS) approach, as part of the holistic recovery plan for mental health service users. Developing new referral pathways, and liaising with various stakeholders to ensure the success of the new primary care service. The Team Leader provides a pivotal role in managing a high-quality service that meets fidelity standards and delivers positive outcomes for service users. The role also includes data management and data quality for reporting purposes and managing stakeholder relationships.

We ask that all Team Leads hold a small caseload in line with fidelity, between 2 and 5 clients depending on team size and workload.

**What you will be doing:**

Managing the IPS SMI Enfield team of Employment Specialists who are supporting individuals with additional support needs to find and sustain employment.

**Responsibilities:**

* Oversight of the service ensuring its quality and effectiveness in line with contract performance requirements/KPIs
* Evaluates job performance and helps each specialist set goals for improved performance
* Creates a culture of continuous improvement
* Teaches essential job skills to employment specialists including building employer relationships, engaging clients, conducting the Vocational Profile, developing individualised employment goals, client interviewing skills and providing job supports
* Involves service users in co-production of service developments
* Models and observes skills in the field through regular field mentoring, as well as providing office-based individual supervision
* Conducts weekly group supervision to the IPS team through vocational unit meetings that follow the principles and procedures of IPS
* Tracks and validates employment outcomes on a monthly basis
* Supporting the Operations Manager with monthly and quarterly reporting
* Monitors data flow through MHSDS via RiO
* Deputising for the Operations Manager at contract meetings in their absence
* Engages with external partners such as IPS Grow, ICB and BEHMHT alongside the Operations Manager
* Meets with Clinical operational leads regularly to ensure effective integration of each Employment Specialist into clinical teams
* Leading internal and external fidelity reviews with support from Operations Manager
* Coordinate team activities such as employer engagement, employment workshops and monthly service newsletters
* Represent the organisation at network events and forums
* Meets with the local NHS trust executive team at least twice each year alongside the Operations Manager to discuss facilitators and barriers to the IPS program from a top down level
* Support the senior management team with recruitment

**What we need from you – your skills:**

* Experienced IPS Employment Specialist
* Employer engagement and role modelling best practice
* Working effectively with families/carers and referral partners
* Meeting project KPI’s and identifying performance issues
* Line management and staff development
* Application of policies and legislation in relation to employment
* Ability to maintain positive working relationships with commissioners
* Data management and data quality
* Excellent written and verbal communication skills
* Managing change effectively and facilitating innovation
* Strong project management skills
* Ability to influence change and champion employment

**What we need from you – your approach:**

Whilst skills and experience are really important, so is your approach to your colleagues, our clients, your work and our community.

In order to really thrive with us, we would expect the following:

* A belief that anyone can succeed in employment with the right support
* Positive mindset with the ability to motivate, engage and inspire
* Desire to drive the team to deliver a high quality of service to our clients
* A great communicator and collaborator – eager to share ideas and learn from others
* Commitment to integrity and excellent service delivery to the client and employers inclusive of achieving high fidelity outcomes
* Passion and drive to make a difference to people’s lives

**What you can expect from us:**

You are joining a team who strongly believe in making a positive impact to wellbeing and work, who are committed to ensuring a diverse and inclusive offering to our clients and within our own team.

Wellbeing is a key part of our service and we ensure that we practice internally what we deliver externally with a wellbeing programme. We believe that individual development is fundamental to continual growth and although we are only small, we are constantly looking for ways to be curious and learn to develop ourselves and our services. We are open minded and supportive and have fun along the way.

**We offer you:**

Finally – we are small, so our job descriptions will never list every duty we may ask of you. We appreciate your flexibility to support your team and our clients, and from time to time, you will, of course be, asked to get involved with areas that are not listed here. We’d always talk to you about that first of course and understand that there are only so many hours in the day. The job description is not exhaustive.