

Connect to Work Project Manager

- Service area: Community Wealth Building
- Grade: PO3
- Reports to: Specialist Employment Manager
- Your team: Inclusive Economy and Jobs
- Responsible for: Line management responsibility for Employment Specialists

Our mission

Islington is a place rich with diversity and culture. As a council our sense of purpose couldn't be clearer: we serve. It's in the logo. We are committed to challenging inequality in the borough and as one of the largest employers we know that to look after the place and the planet, we have to look after our people. **Together we can change the future.**

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out 'CARE', which is what we think public service is all about.

Overview of the role

The post holder will be responsible for overseeing and managing a team of Employment Specialists, informed by the IPS and SEQF model; ensuring clients eligible for Connect to Work can access a wide range of sustainable employment opportunities.

The CTW Project Manager will develop and manage links with key stakeholders, capacity building and ensuring appropriate processes are in place to encourage appropriate referrals. Moreover, the postholder will have overall responsibility for embedding IPS/SEQF best practice to ensure model fidelity.

The postholder will provide supervision, training, caseload management and role modelling of the Individual Placement and Support (IPS) approach and Supported Employment Quality Framework as part of the Connect to Work delivery. The postholder will provide a pivotal role in managing a high-quality service that meets fidelity standards and delivers positive outcomes for clients.

Special requirements of the post

Workstyle: Front facing /office - based and some hybrid working

This post is fully funded by the Connect to Work programme, with funding currently confirmed until March 2030.

This post requires a DBS check at the appropriate level (Enhanced)

Key responsibilities

- Support the implementation and service delivery of the Connect to Work programme which adheres to the principles of IPS and SEQF best practice until end of March 2030.
- Line manage Employment Specialists and organise and maintain case management records/data sharing within Council protocols and contribute to the effective operation of the service and job outcomes target, ensuring fidelity to IPS and SEQF standards through supervision, audits, caseload management and continuous improvement.
- Coordinate the work of Employment Specialists in relation to building relationships with employers to effectively access the hidden labour market, external agencies and delivery of job seeking groups.
- Support the design and delivery of in-house staff training and development to support continuous personal development.
- Embed IPS and SEQF principles into service delivery across council and partner services.
- Identify barriers for service excellence and work with internal and external stakeholders to implement solutions to ensure a high-fidelity service.
- Build strong partnerships with Adult Social Care, GPs, Jobcentre Plus, Primary Care providers, Health & Social Care Providers, Community Care Settings, Voluntary & Community Sector (VCS) partners, North Central London Integrated Care Board (ICB), Work Well, Employment and skills providers, Business networks

- Monitor KPIs including programme starts, job outcomes, and sustained employment rates.
 - Lead regularly reviews and contribute to Central London Forward reporting
 - Develop internal and external communications plans.
 - Promote the programme through events, briefings, and digital channels.
-

Leadership

As a member of the council's management team, to contribute proactively to the collective leadership for the council, working collaboratively with Members, services across the council, partners and stakeholders to deliver the council's objectives and priorities.

To drive positive cultural change, embodying and promoting the values and behaviours of the council and empowering staff to reach their full potential. Ensure that the performance and development framework is effective for all staff.

To lead on and ensure the effective implementation of corporate initiatives and transformation programmes that cut across the whole or part of the council's activities.

Resources and Financial Management

Ensure effective Financial Management, cost controls and income maximisation in an ever-changing environment, fluctuating demands and priorities. Ensure resources are well managed and effectively deployed to the best possible effects assuring value for money in all activities.

Compliance

Ensure legal, regulatory and policy compliance under GDPR, Health and Safety and in area of your specialism identifying opportunities and risks and escalating where appropriate.

Work style

Flexible/Office-Based/Frontline Role

Some out of hours work may be required for meetings/events.

Person specification

You should demonstrate on your application form how you meet the criteria. Please ensure you address all the criteria as this will be used to assess your suitability for the post.

Essential criteria

Qualifications

Essential criteria	Criteria description	Assessed by
E1	A track record of IPS delivery, including proven experience managing supported employment programmes and a clear understanding of the 5 core principles.	Application/Interview
E2	Knowledge of disability employment, health inequalities, and inclusive recruitment.	

Experience

Essential criteria	Criteria description	Assessed by
E3	Working with businesses to create employment pathways for vulnerable adults, including those with long term health conditions or disabilities.	Application/Interview
E4	Managing a team to achieve high performance standards.	Application/Interview

E5	Carrying out supervision and caseload reviews which empower team members to deliver effective employment support which moves participants into positive destinations.	Application/Interview
E6	Developing performance reports and leading evaluation and assessment.	Application/Interview

Skills

Essential criteria	Criteria description	Assessed by
E7	Proven ability to build and nurture relationships and partnerships with a range of people and organisations at a personal, service and community level	Application/Interview
E8	Ability to work effectively both independently and as a team leader analysing issues and reaching creative solutions, use initiative and be self-motivated within agreed time constraints	Application/Interview
E9	Excellent communication skills including, ability to record and present complex issues in a clear and concise manner both verbally and in writing, and willingness to adjust communication to ensure access for clients	Application/Interview
Essential criteria	Criteria description	Assessed by
E10	Lead with creatively and a solution-focused mindset, constructively challenging existing processes and practice. To guide and inspire a team through developments and changes	Application/Interview

E11	Ability to travel to areas and venues that are accessible and work flexible hours including some evenings and weekends to meet the needs of residents and the service.	Application/Interview
-----	--	-----------------------

Our accreditations

Our accreditations include: the Healthy Workplace award; Timewise; London Living Wage Employer; Disability Confident Committed; The Mayor's Good Work Standard; Stonewall Diversity Champion; and Time to Change.

