

### **JOB DESCRIPTION**

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| <b>JOB TITLE:</b>      | Supported Employment Peer Ambassador North Wales Together |
| <b>RESPONSIBLE TO:</b> | Operations Manager  |
| <b>LOCATION:</b>       | Gwynedd & Anglesey  |
| <b>HOURS:</b>          | 16 hours per week. Option of Job share                    |

### **JOB PURPOSE**

- To help people with learning disabilities in Gwynedd and Anglesey to find and keep employment.
- To promote , through your own experience in the world of work Share your own experience in the world of work to help others feel confident about working.
- To work with employment officers and job coaches in engaging, talk to businesses and organisation about how they can hire people with learning disabilities, promoting an inclusive workplace environment
- To work closely with management and delivery team in promoting the programme locally and regionally and represent the voice of participants from Gwynedd and Anglesey
- To work with project delivery staff across north Wales in the engagement of external agencies and organisations in respect of accessing other training as needed.

### **KEY DUTIES:**

#### Peer Support

1. Support other people with learning disabilities by sharing your own story.
2. To support people with a learning disabilities in respect of developing their confidence and to access opportunities to learn and skills for employment
3. Work with the Supported employment team in organising and attending training for participants.
4. Attend meetings alongside job coaches to talk about the programme and how it supports its participants
5. Talk to employers about why they should hire people with learning disabilities.

6. Attend job fairs, events, and meetings alongside managers, job coaches and Employment pathway co-ordinator to promote the Supported Employment Service.
7. Share your experience with others at these events.
8. Help Improve the Service through discussions and team meetings. Identify what is working well and what can be improved in the service so that it can help more people.
9. Attend meetings with the team to share ideas.
10. Promote the Service through social media, meetings and at events. Talk to people about the service, both in person and online.
11. Assist with project planning workshops, gathering information, and some administrative tasks.
12. To represent Agoriad in a professional manner and to operate within its policies.
13. To maintain complete confidentiality over the details of clients or Agoriad's' business made known to you from any source and only to communicate such details when authorised to do so by line managers.
14. To partake in any training or personal development activities that is appropriate to Agoriad's or Job role needs.

The duties of the post are not exhaustive but serve as a guide to the current and major responsibilities of the post. Agoriad may from time to time need to vary the role and responsibilities of the post. In view of this, the job description will be reviewed on a regular basis and may need to be altered. Such changes will be in consultation with the post holder.

#### **PERSONAL SKILLS AND QUALITIES:**

##### **Essential:**

- You have a learning disability and experience finding or keeping a job.
- You like to help others and are happy to talk about your own story.
- You are good at talking to people and can work with a team.
- Are able to understand and follow confidentiality at all times
- You can use a computer (basic skills, like sending emails or using video calls).

##### **Desirable:**

- Experience speaking to groups or at events.
- Experience helping in interviews or talking to new people about jobs.