



**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.

4

## Equity

We believe everyone has the right to live in a fair and equal society.

5

## Integrity

We make the right decisions, not the easy ones





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 **7000** people every year across 30 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**.

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# Why are we needed?

Disabled people experience **significant barriers** to employment and are **underrepresented** in Scotland's **workforce**.

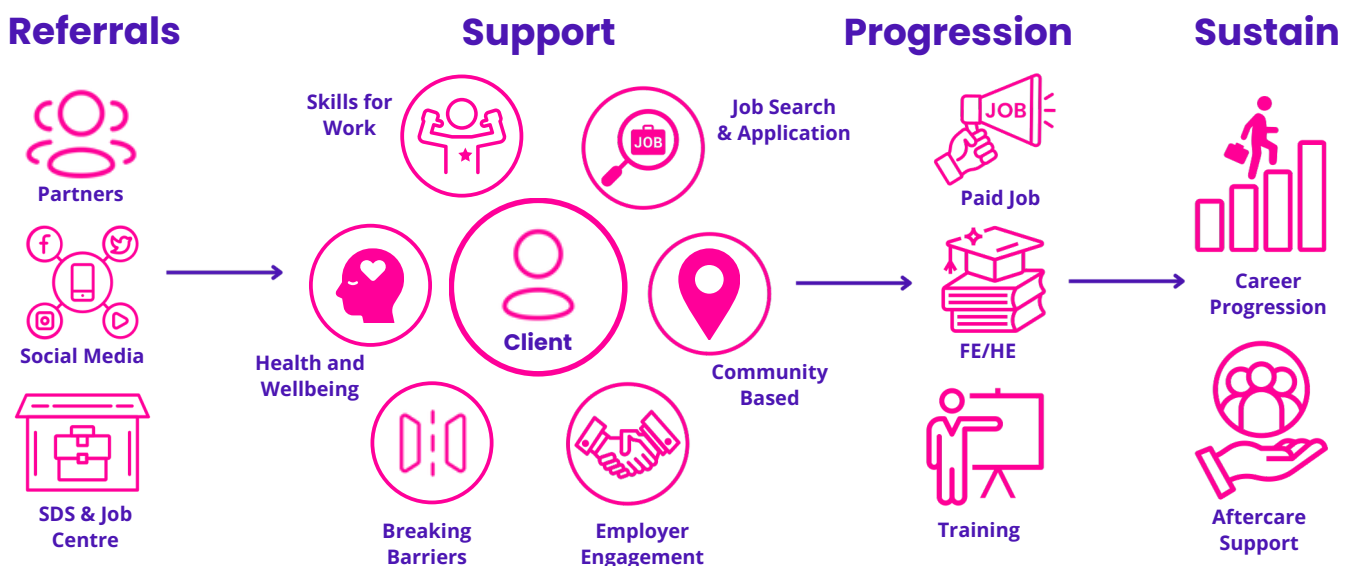
The **Disability Employment Gap** refers to the difference in employment rates between disabled people and the rest of the working age population. The disability employment gap in Scotland is currently **31.2%**, the **biggest** in the **UK**. For someone who has a **learning disability** the gap is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



**Administrator**

**Permanent**

35 hours per week

Salary – £23,369 Area: Dundee  
Accountable to : Performance  
Manager

## Role Profile

Your role, as an Enable Works Administrator is to support our teams to help people who have a disability and/or long-term health conditions to make progress towards and achieve employment.

## What will you do?

You will support our employability team and carry out the administrative requirements of our All in Dundee programme. Your role will be to support the team to keep project records, prepare reports to funders and undertake everyday administrative functions to ensure smooth programme delivery. You will be processing data on our external funder database and supporting our compliance requirements. You will produce documents, briefing papers and reports as required. You will manage the administrative mailboxes, directing enquiries as needed. You will be responsible for the teams correspondence, ensuring it is dealt with appropriately.



# The skills you will bring

## We really need you to have these

- Experience using MS office including Word and Excel
- Ability to manage your own workload and prioritise as needed
- Confident Communicator
- Strong Attention to detail
- Professional presentation and personality
- Good understanding of social media platforms like Facebook and Twitter

## Why?

You will use packages like word and excel everyday in your role so it's important you know how to use them effectively. We provide our staff teams space to get the job done so we need to trust you can work under your own initiative.

You will be working with senior leaders in the team so its important you feel able to challenge and ask for the things you need, when you need them. We expect you to be always be professional and remember you represent Enable Works in everything you do. Our reputation is important to us.

Attention to detail is important as it means you can work accurately and follow instructions.

We love to engage our clients and funders online so it's important you feel comfortable engaging people on these platforms.

## We would love it if you had these

- An understanding of the barriers disabled people face looking for work
- Knowledge of data entry on a database or CRM system
- Experience using the internet to research information
- Experience producing reports





# 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