



Assembly

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.

 **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 29 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 are 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**.

Inclusive Business Lead

35 hours per week

Permanent

Salary £40,000-£45,000 DOE

Area: Glasgow, with travel

Nationally

Role Profile

Enable Works is the largest employability and EDI service in Scotland, specialising in disability and health. We are committed to fostering inclusive and diverse workplaces and our mission is to partner with large employers to create environments that value and harness the unique contributions of every individual.

Your role as Inclusive Business Lead will be to support our EDI team, by establishing and nurturing relationships with large employers across the UK.

As the Inclusive Business Lead, you will promote the importance of EDI, specifically focusing on disability inclusion. Your primary goal will be to drive the sale of our expert services, including consultancy and bespoke training solutions.

What will you do?

Build and Maintain Relationships:

- Establish and nurture strong relationships with key decision-makers in large organisations.
- Understand the specific needs and challenges of each client and tailor solutions accordingly.

Promote EDI and Disability Inclusion:

- Advocate for the importance of Equity, Diversity, and Inclusion, with a specific emphasis on disability inclusion.
- Present compelling business cases for integrating inclusive practices in the workplace.

What will you do?

Sales and Consultative Selling

- Drive the sale of our expert services, including consultancy and bespoke training solutions.
- Conduct needs assessments and propose tailored solutions that align with clients' objectives.

Collaboration and Communication

- Collaborate with internal teams to ensure the delivery of high-quality services that meet client expectations.
- Communicate effectively with clients to provide updates, address concerns, and ensure overall satisfaction.

Market Research and Analysis

- Stay informed about industry trends, best practices and advancements in EDI and disability inclusion.
- Provide insights and recommendations to enhance our services based on market demands.

You will be accountable for:

- Meeting performance expectations and income targets
- Keeping accurate and up-to-date records
- Managing your time efficiently
- Maintaining client data systems
- Recording and gathering project information in line with your work plan and timescales
- Handling and storing information in line with Enable Works GDPR and data protection policy
- Reporting accurately on all activity as requested

Contribution to strategy

- Staying up to date with developments in the field of EDI and identifying opportunities
- Having a positive and flexible response to change
- Collaboratively working across the team on departmental delivery
- Taking part in our regular staff get togethers and sharing your experiences, challenges and successes

The skills you will bring

We really need you to have these

- Ability to build relationships with employers, promote our EDI service and drive sales.
- Strong networking skills with the ability to connect with professionals in the field of Equity, Diversity, and Inclusion.
- Ability to manage your own workload and prioritise as needed
- Ability to meet and exceed targets
- Confident communicator
- Strong attention to detail
- Professional presentation and personality
- IT literacy
- A natural, professional relationship builder
- A full driving licence

Why?

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.

Employers will buy into into the concept of EDI, but first they need to buy into you. A skilled relationship builder, your clear communication and confidence in the subject area will instil trust on the part of the employer, giving them the confidence to invest in what you are selling.

Our culture is autonomous so that means we will trust you to develop relationships with employers, prioritising those with the potential to generate the most return. You will be required to travel to meet employers at the time/place that works for them and their business, so we need you to manage your workload and your time well.



The skills you will bring

We would love it if you had these

- Previous experience in a sales or business development role.
 - Experience of building employer relationships.
 - Basic data analysis skills to interpret and communicate relevant insights related to EDI and disability inclusion.
 - Any relevant certifications or completed courses in EDI, disability inclusion, or related fields would be a bonus.
 - Understanding of barriers people with disabilities face when looking for work and when in employment.
 - Experience working in a performance focussed team
 - Understanding of relevant policy and legislation
- 



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