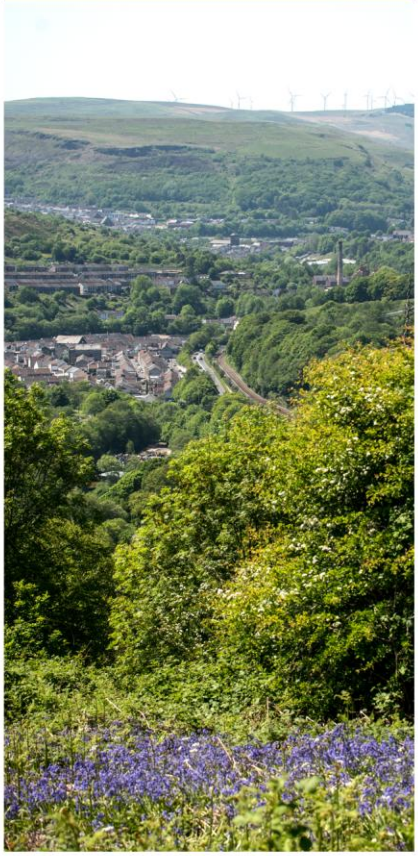
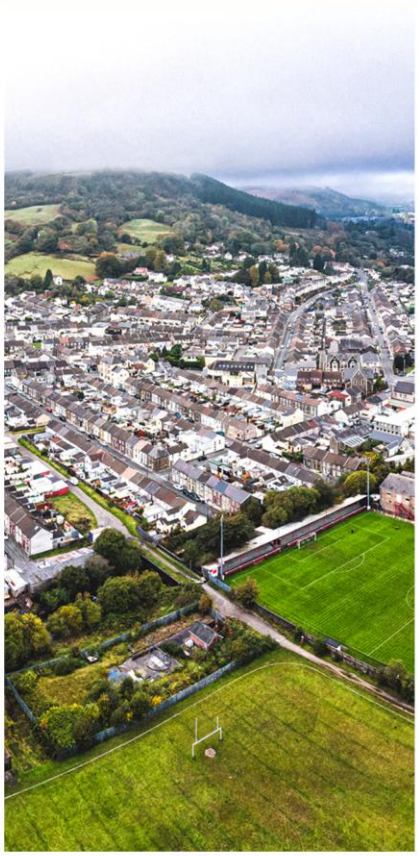
SWYDDI CYNGOR
RHONDDA CYNON TAF
COUNCIL JOBS

RHONDDA CYNON TAF







Pecyn Gwybodaeth i Ymgeiswyr

Candidate Information Pack

Mae'r ddogfen hon ar gael yn Gymraeg / This document is also available in Welsh

JOB DESCRIPTION

Connect to Work Employment Specialist - Externally funded

Post Reference Number:

Date of Job Description: April 2026

Version:1

Grade	8
Location	Ty Elai, Dinas Isaf Industrial Estate, Tonypandy CF40 1NY (Hybrid Working Model)
Group	COMMUNITY SERVICES
Division	Culture Leisure & Visitor Experiences
Department/Section	Connect to Work
Team/Sub Section	Connect to Work
Responsible to	Connect to Work Programme Co-ordinator
Posts reporting to this post	N/A
DBS Required	Enhanced Adults

Why work for Rhondda Cynon Taf Council?

Rhondda Cynon Taf Council is one of the largest Local Authorities in Wales. Our vision is for a Rhondda Cynon Taf where "All people, communities, and businesses can grow and live in a healthy, green, safe, vibrant, and inclusive County Borough where they can achieve their full potential in all aspects of their lives and work, both now and in the future"

If you work for us, your work contributes to making a positive difference in our communities. We are committed to creating a rewarding and inclusive working environment that reflects our values and priorities.

We provide excellent induction, training, and development programmes to help you grow within your role and career. You'll be challenged and supported through new opportunities to build new and transferable skills whilst making an impact.

Wellbeing and Work-Life Balance
In our comprehensive Workforce Wellbeing Strategy, which recognises the many elements influencing overall wellbeing. We offer a wide range of benefits and support services to help you thrive in the workplace.

You will have access to a range of wellbeing initiatives including discounted **Leisure for life** membership**, 'Vivup Card'** for discounts on hundreds of products and services and a **Cycle to Work** scheme.

We commission an **Employee Assistance Programme** (EAP) which gives access to 24/7 wellbeing support as well as a wealth of online resources including self-help workbooks, podcasts and health assessments.

Our **pension scheme** offers competitive benefits, with additional financial savings to be had with discounts on hundreds of products and technology and car purchase schemes providing additional ways to manage personal finance, all available through the **staff benefits** platform. There are further opportunities to boost financial wellbeing by learning more via the **Salary Finance** workshops.

In addition, we support work-life balance through flexible, family friendly policies and a generous annual leave entitlement, starting at 26 days (pro rata) rising to 31 days after 5 years of service, plus 8 public holidays and the option to purchase additional annual leave (up to 10 days pro rata). Our inclusive workplace also celebrates diversity with staff networks for employees including the Allies Network, Disability and Carers network, Perthyn (LGBTQ+ Network) and Spotlight (open to Black, Asian, and minority ethnic staff).

Please see our career pages to find out more about working for us.

Purpose of the post:

The Connect to Work Employment Specialist will work as part of a joint delivery team to support individuals to access fair and paid employment opportunities in-line with the Connect to Work frameworks, set out by DWP.

To follow the SEQF or IPS framework to support a caseload based on programme and participant need.

To be responsible for providing one-to-one support to participants experiencing barriers to employment, helping them to source, train and maintain appropriate and desirable employment opportunities.

To offer on-the-job support as appropriate to ensure participants feel adequately supported to sustain their role.

To maintain accurate and up-to-date records of one-to-one support, gathering evidence to outline participant outcomes and progress, in-line with the SEQF fidelity model or IPS model of employability and funder information management requirements.

To provide a flexible, high-quality service, working with a range of stakeholders to maximise opportunities for the participant.

To champion fair, paid work for all residents of Rhondda Cynon Taf.

To promote Connect to Work to reach the target audience set out by DWP and UKG.

What you will deliver:

1. To manage the recruitment, retention, training and development of participants, building positive relationships and developing effective processes to secure appropriate and sustainable employment opportunities.

2. To have individual responsibility for supporting a caseload of participants, using a positive, enabling, and collaborative approach both prior to sourcing employment and during on-the-job coaching.

3. To follow SEQF or IPS frameworks to achieve sustainable outcomes, meet the requirements of the participant and the fidelity model as prescribed by DWP.

4. To work with key stakeholders, service delivery partners, statutory and non-statutory organisations along with local businesses and the ELO team to generate referrals and outcomes whilst promoting the support available through the programme.

What you will deliver:

5. To work closely with stakeholders such as Social Services, Cwm Taf Morgannwg Health Board, Vision Products, Job Centre Plus, Interlink, Supporting People, Local Housing Associations, Probation and local businesses to provide an effective referral pathway and support for participants who could access Connect to Work.

6. To provide a flexible service, developing comprehensive vocational profiles and action and support plans with participants, undertaking further assessments and regular reviews as appropriate.

7. To create open dialogue with the participant, their care network and their employer to ensure support given both in and out of the workplace is at an appropriate level and in-line with the participants wishes.

8. To link employers with the wider Work and Skills programme to ensure access to offered training for the employer and their workforce as required.

9. To create timely support and interventions for participants moving between Connect to Work and the closely aligned DWP and Welsh Government Anti-Poverty Programmes to identify the most appropriate service of support, enabling the participant to make positive steps towards employment.

10. To work closely with the wider Work and Skills teams to ensure an inclusive offer that enables participants to move between programmes if appropriate.

11. To provide information, advice and guidance regarding the support available from the Programme to key stakeholders and participants.

12. To maintain accurate and up-to-date individual records of support, working towards a set of individualised outcomes that satisfy funding requirements.

13.To ensure given information management systems remain up-to-date and information can be called upon to inform managers, auditors and funders as and when required.

14. To regularly monitor, collate and update performance management information, and other monitoring requirements to ensure all monitoring is accurate and outcomes are appropriately evidenced.

15. To ensure that all quality assurance mechanisms, safeguarding and health and safety policies and procedures are always adhered to.

16. To undertake risk assessments in respect of delivering activities to ensure health and safety of self and others.

17. To ensure that all personal data is effectively protected and handled, within locally agreed Information Sharing Protocols and under GDPR.

What you will deliver:

18. To work within the Local Authority Health and Safety and Lone Working policies and comply with service guidance and safeguarding advice.

19. To participate in regular caseload reviews and preparation of case studies.

20.To maintain close working relationships with the community, agencies and other organisations.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

To comply with the Council's Health and Safety Policies and procedures and undertake any relevant health and safety duties in accordance with local arrangements.

To support the Council to play its part in tackling Climate Change and meeting its Carbon Reduction targets across the services it delivers and also in the goods and services it buys or commissions from other organisations.

All staff have a valuable and vital role in keeping people safe. Any person with concerns regarding the safety of a child or adult at risk, OR the behaviour of a colleague towards a child or adult at risk, has a responsibility to report this immediately. This should be done via the person's Line Manager, Designated Safeguarding Lead or contact the Cwm Taf Multi Agency Safeguarding Hub.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

PERSON SPECIFICATION

This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/Qualifications** and Experience sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

Knowledge / Education:

Essential	Desirable
Understanding of the support needs of long term unemployed and economically inactive people facing barriers to employment such as disabled people.	Able to speak / write in Welsh
An understanding of customer service in a service delivery setting.	Knowledge of equality, diversity and inclusion
Understanding of performance management and monitoring processes	Knowledge of employment and benefit issues and an understanding of welfare reform and the implications for participants
Understanding of the benefits of a flexible, outcome focussed and personalised support service	Knowledge of related services provided by the statutory and voluntary sector.
Understanding of confidentiality and data protection issues	Good working knowledge and ability to use the Capita-One database or similar

Experience:

Essential	Desirable
Experience of engaging hard to reach individuals and groups with multiple	Use of databases

challenging needs and who are experiencing poverty and barriers to employment.	
	Experience of working with priority cohort client groups, which may include benefit claimants, single parents, those with criminal records,

Welsh language skills:

Essential	Desirable
Welsh Language Level 1 ☒ *All employees will be required to undertake a basic Welsh Language induction to reach this level* Welsh Language Level 2 ☐ Welsh Language Level 3 ☐ Welsh Language Level 3-5 ☐ Welsh Language Level 4 ☐ Welsh Language Level 5 ☐	Welsh Language Level 2 ☒ Welsh Language Level 3 ☒ Welsh Language Level 3-5 ☒ Welsh Language Level 4 ☒ Welsh Language Level 5 ☒
For details about the levels please refer to 'The Welsh Language Skills Guidance' online: www.rctcbc.gov.uk/WelshSkills	

What skills you will use in the workplace:

Competency	
Competency Areas	**Competency behaviours and values**
Working in a Team	Ensures that their way of working has a positive impact on others in the team Will go "over and above" what's normal to contribute to the team's effectiveness
Communicating Effectively	Sets out written communication clearly, accurately and in a well structured way Shares information with others, gives others the full picture

Achieving Results	Plans and prioritises in advance to meet deadlines Consistently delivers high quality outcomes
Personal Effectiveness	Is eager and willing to learn new skills Has an action-focused attitude to new challenges and change
Focusing on Service Users	Leaves customers happy with the service they receive Has good local knowledge and awareness of community issues
Complying with Health & Safety (H & S)	Takes responsibility for complying with all relevant H&S procedures and legislation Anticipates and reports any risks and faults to the correct people

Special Conditions and Professional Requirements

Able to travel in line with the requirements of the post.

Flexible working arrangements, including evening and some weekend work.