



## Part time Employment Adviser (28 hours per week)

Salary: Full time £24,500 pro rata (£19,600)

Benefits: 28 Days Annual Leave (not including public/bank holidays) pro rata

Employee Assistance Programme

This post is restricted to Deaf /Hard of hearing (HoH) applicants in accordance with the genuine occupational requirement provisions under Northern Ireland Equality legislation. The requirement is justified on the basis that the role involves delivering specialist employment support services to Deaf people, and requires lived experience of deafness.

**Contract type and hours:** Fixed Term (until 31<sup>st</sup> March 2027)

Part time Position: 28 hours per week but from time to time it may be necessary to work additional hours to complete your duties in line with AdaptNI TOIL policy.

This post is subject to an Enhanced Access NI (Northern Ireland) check and a 3-month probationary period.

**Location:** Home based, covering Northern Ireland.

**Application Process** – **Send your CV and Cover letter/signed video, stating how you meet the Person Specification to [Info@adaptni.co.uk](mailto:Info@adaptni.co.uk)**

**Closing date:** 3rd May 2026, 5pm

**Interview dates:** W/C 11<sup>th</sup> May 2026

## AdaptNI

AdaptNI CIC (Community Interest Company) is a profit for purpose organisation providing specialist Deaf employment support and training services for the Deaf, hearing loss and tinnitus communities across Northern Ireland. AdaptNI Launched in July 2022 to continue specialist employment support throughout Northern Ireland

## About the role

Funded by the UK Local Growth Fund, SkillSET (Support, Employment and Training) is a Consortium Project delivered by seven partner organisations: Action Mental Health, NOW Group, Mencap, Orchardville, Cedar, RNIB and AdaptNI

AdaptNI will support Deaf and hard of hearing people to gain employment and/or to access education and training opportunities. Our service will provide participants with tailored and specialist support and practical help. You will work with a wide range of people including service providers and employers to create and facilitate opportunities and to remove barriers.

## JOB DESCRIPTION

### Overall, Purpose of the Role:

To provide advice, guidance and employment support to the Deaf, hearing loss and tinnitus communities across Northern Ireland, supporting access to mainstream training, learning and employment opportunities.

### Key Accountabilities and Responsibilities:

- **Identify unemployed Deaf and hard of hearing people within funding criteria and support them into learning and sustained employment**
- **Work on a 1:1 basis to develop Personal Development Plans and support clients to achieve their goals**
- **Establish and facilitate outreach provision across Northern Ireland**
- **Liaise with Deaf organisations, statutory bodies and partner agencies**
- **Engage with employers to secure training, work placements and employment**
- **Facilitate hubs and workshops focused on employability skills**
- **Maintain accurate electronic records and monitoring data**
- **Gather feedback and contribute to case studies**
- **Represent the Project Manager at meetings when required**
- **Comply with all AdaptNI policies, including Equality, Confidentiality and Health & Safety**

### Dimensions of the Role:

- Externally funded post
- Part of a team of three part-time Employment Advisers
- Targets agreed with line manager
- Subject to successful completion of probationary objectives

### Other Requirements:

- You will be expected to travel regularly throughout Northern Ireland to meet clients
- Occasional overnight stays may be required
- Occasional hours outside of the normal working week

## PERSON SPECIFICATION

	Essential	Desirable
Experience	<ul style="list-style-type: none"> <li>• Deaf person with lived experience of Deafness/Hearing Loss</li> <li>• Experience of navigating education, training and/or employment as a person with hearing loss.</li> <li>• Experience of supporting people with a hearing loss on a 1:1 basis</li> <li>• Proven competence in IT (MS Office; Internet and/or other software packages)</li> <li>• Experience of working paid/unpaid in a variety of business sectors e.g., education, employment, training, industrial or commercial services</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering employment advice or guidance</li> <li>• Experience of working on externally funded programmes</li> <li>• Experience of managing a client caseload</li> <li>• Experience of working to targets</li> </ul>
Qualifications / Professional Training	<ul style="list-style-type: none"> <li>• Ability and willingness to undertake induction, project-specific training, and ongoing professional development relevant to the Employment Adviser role.</li> <li>• Ability to use basic IT systems and record client activity accurately, with training and support provided.</li> </ul>	<ul style="list-style-type: none"> <li>• Advice &amp; Guidance qualification (e.g. NVQ Level 3) or equivalent experience or training.</li> <li>• Previous training in employability support, mentoring or advocacy.</li> <li>• BSL (British Sign Language)/ ISL (Irish Sign Language) level 1 and working towards Level 2 or above or ability to sign at that level</li> </ul>
Skills / Knowledge	<ul style="list-style-type: none"> <li>• Ability to demonstrate transferable skills in producing written information/correspondence, recording activity, and monitoring progress, gained through paid or unpaid roles,</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use British or Irish Sign Language (BSL/ISL)</li> <li>• Understanding of effective client caseload management including maintaining confidentiality and monitoring progress</li> </ul>

	<p>volunteering, education or lived experience.</p> <ul style="list-style-type: none"> <li>▪ Understanding of and commitment to equal opportunities, the Disability Discrimination Act 1995</li> <li>▪ Understanding of the issues facing Deaf and hard of hearing people, particularly on employability.</li> <li>▪ Knowledge of current government employment programmes and other benefits available to disabled people</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge of Personnel/HR procedures – Recruitment and Selection Practices</li> <li>▪ Awareness of the local labour market and how to position to gain most opportunities</li> <li>▪ Understanding of the issues facing Deaf and hard of hearing people particularly on employability, training and education</li> </ul>
<p>Personal Qualities</p>	<ul style="list-style-type: none"> <li>▪ Ability and experience of managing own time effectively and working with minimum supervision</li> <li>▪ Ability to maintain strict Confidentiality</li> <li>▪ Excellent communication and effective negotiating skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of networking with a wide group of people, and facilitating or organising meetings and events with employers or external organisations</li> </ul>
<p>Circumstances</p>	<ul style="list-style-type: none"> <li>▪ "Access to a form of transport that allows you to meet the mobility needs of the post in full</li> <li>▪ Ability to work occasional weekends and evenings</li> </ul>	