

Candidate Information Pack

Helping individuals unlock their potential

Employment Support Mentor

Salary £31,537 – £33,699

Hours 38 hours per week (Monday to Friday)

Location All Môn CF Offices
(Amlwch, Holyhead, Llangefni)

**Môn
Communities
Forward.**

www.moncf.co.uk/careers



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Welcome To: Môn Communities Forward



RITA STEWART
CHIEF EXECUTIVE OFFICER

"At Môn CF, we believe that our staff are our greatest assets."

When you join our team, you're not just taking on a job; you're becoming part of a supportive, purpose-driven organisation that is dedicated to making a real difference in our communities.

We offer a positive and inclusive working environment, opportunities for personal and professional development, and a strong commitment to staff wellbeing.

*Whether you're starting your career or bringing years of experience, you'll find a place at Môn CF where your ideas are valued, your growth is encouraged, and **your work truly matters.**"*

About Môn CF

**Môn
Communities
Forward.**

Môn CF is a charity and company owned by the people of Anglesey.

We work to help develop individuals and businesses on Anglesey and North Wales, creating a brighter and prosperous future for the island and region

Providing Employment Support, Business Support, Training and Community Projects on Anglesey since 2003.

Our mission is to be known as the go-to organisation that provides opportunities, changes lives, and creates positive futures for the people of Anglesey!

**MÔN CF HAS BEEN
SUPPORTING
INDIVIDUALS,
BUSINESSES, AND
COMMUNITIES SINCE
2012**





About the Role

Employment Support Mentor

Salary £31,537 – £33,699

Hours 38 Hours Per Week (Monday to Friday)

Location All Môn CF Offices
(Amlwch, Holyhead, Llangefni)

POST OUTLINE:

The Employment Support Mentor will deliver high-quality, person-centred employment support as part of the Connect to Work programme, supporting individuals with health-related barriers to secure and sustain meaningful employment.

Working within a supported employment model (IPS/SEQF), the role will focus on rapid job search, employer engagement and in-work support, ensuring individuals move into sustainable employment aligned with their preferences and abilities.

The postholder will manage a caseload and work closely with healthcare professionals, community partners and employers to support individuals throughout their employment journey.



Job Description

About the Job

1. Caseload Management & Client Support

- Manage a caseload of approximately 20–25 participants
- Deliver person-centred support including:
 - Vocational profiling
 - Action planning
 - Job search and application support
- Support individuals to identify skills, strengths, aspirations and employment goals
- Provide tailored support to overcome barriers including:
 - Health conditions
 - Confidence and motivation
 - Benefits and financial considerations
- Promote a rapid job search approach in line with supported employment principles

2. Job Matching & Employer Engagement

- Proactively engage with local employers to identify suitable job opportunities
- Build and maintain a network of employers across Anglesey
- Match participants to roles aligned with their preferences and abilities
- Support employers to:
 - Understand participant needs
 - Implement reasonable adjustments
 - Sustain employment outcomes
- Maintain an active employer engagement pipeline (regular employer contact)

3. In-Work Support & Job Retention

- Provide ongoing, individualised in-work support to participants
- Maintain regular contact with both participant and employer
- Support job retention through:
 - Workplace adjustments
 - Problem-solving and mediation
 - Confidence and wellbeing support
- Gradually reduce support in line with participant independence

Job Description

About the Job

4. Partnership Working & Referrals

- Work collaboratively with:
 - Healthcare professionals
 - Social prescribers
 - Community organisations
- Promote employment as a positive outcome for health and wellbeing
- Generate and manage referrals into the programme
- Maintain strong working relationships to support integrated delivery

5. Fidelity to Supported Employment Model (IPS/SEQF)

- Deliver support in line with Quality Framework principles
- Spend a significant proportion of time in the community (approx. 65%)
- Ensure all support is:
 - Person-centred
 - Strengths-based
 - Focused on paid employment outcomes
- Participate in fidelity reviews, audits and quality assurance processes

6. Administration & Compliance

- Maintain accurate, timely and compliant records on internal systems
- Record all participant activity, progress and outcomes
- Support monitoring, reporting and audit requirements
- Ensure compliance with all programme, organisational and funder requirements

7. Performance & Outcomes

- Work towards achieving agreed KPIs, including:
 - Engagement levels
 - Job outcomes
 - Job sustainment
- Contribute to a strong pipeline of participants moving into employment
- Participate in regular performance reviews and supervision

Person Specification

About You

Essential

- Strong communication and relationship-building skills
- Ability to engage and motivate individuals with low confidence
- Experience working towards targets and outcomes
- Ability to build relationships with employers and stakeholders
- Good organisational and time management skills
- Competent IT skills and ability to maintain accurate records

Desirable

- Experience supporting individuals facing barriers to employment (e.g. health, long-term unemployment)
- Experience delivering one-to-one support and managing a caseload
- Experience within supported employment, IPS or similar models
- Knowledge of Connect to Work
- Understanding of benefits and employment support systems
- Experience working with healthcare professionals or within integrated services
- Level 3 qualification in Advice & Guidance or Employability

Key Skills

- Strong interpersonal and communication skills
- Ability to build trust and rapport quickly
- Problem-solving and solution-focused approach
- Resilience and ability to manage competing priorities
- Ability to work independently and as part of a team
- Commitment to improving outcomes for individuals

A Full Valid Driving Licence and access to own vehicle is essential for this post

FLEXIBILITY

Your attention is drawn to the fact that some duties and responsibilities are difficult to define and may vary from time to time without altering the general character of the duties and levels of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary, interchange within the organisation to meet the changing needs and demand of the service. Such a requirement will allow the expertise of the post holder to be developed and maximised to the mutual benefit of the employer and employee.



Recruitment Timeline

Our Process

Make sure you submit your application before the closing date as late applications will not be accepted.

RECRUITMENT ACTIVITY	DATE
Closing date for applications	07/08/2026
Application Shortlisting	w/c 10/08/2026
Interviews	25/08/2026

Applicants will be contacted via the email address and/or telephone number provided in the application form.

To help minimise our environmental impact, we aim to keep communications paperless whenever possible; letters will be posted only upon request.

Interviews will be held face to face at our Head Office:
63 Market Street, Holyhead, Anglesey, LL65 1UN

Our Priorities

People & Communities First

Employment Support

To **become the go-to organisation** supporting the people of Anglesey to reach their full economic potential.

Business Support

To be **the first port of call** for businesses (New or existing) looking for help.

Training

To **provide high-quality training** which contributes to meeting local skills needs.

Schools & Young People

To **prepare young people for their future** in the world of work.

Properties

To **create sustainable, vibrant, and viable places** by bringing properties into local community use and ownership.

Môn Communities Forward.

People, Businesses and Training





Our Core Values

Part of the bigger picture

1. Collaboration & Partnership

Building strong partnerships with local stakeholders, organisations, government agencies and businesses to leverage resources, expertise and networks for the collective benefit of the community.

2. Accountability & Transparency

Upholding high standards of accountability and transparency in all organisational activities, including financial management, decision-making processes and reporting mechanisms.

3. Community Empowerment

Prioritising the needs and aspirations of the community, ensuring their active participation in decision-making processes and empowering them to shape their own future.

4. Inclusivity & Diversity

Embracing diversity in all its forms and ensuring inclusivity by creating opportunities for all individuals, regardless of their background, to participate and benefit from the organisation's initiatives.

5. Social Justice

Advocating for fairness, equality, and social justice, and working to reduce disparities and inequalities within the community, particularly in terms of access to employment, resources, and opportunities.

6. Resilience & Adaptability

Building resilience within the community and organisation itself, adapting to challenges, setbacks, and changing circumstances while remaining steadfast in the pursuit of its mission and goals.

Why Choose Môn CF?

A purpose-driven team

1

Generous Annual Leave Entitlement

Starting at 26 days per year, plus an additional 8 bank holidays, and additional days off for office closure between Christmas and New Year

2

Length of Service Reward

An additional 2 days of annual leave after 3 years of service with the company, and a further 2 days after 5 years of service – up to 30 days in total (plus bank holidays)

3

Modern and Comfortable Offices

We have modern and comfortable offices in Holyhead, Amlwch and Llangefni

4

Welsh Hospital Association Membership

WHA can help you with everyday health care costs such as the dentist, optician and physiotherapy for example. This is paid for by the company.





5

Good Compensation

We offer good rates of pay, enhanced sick pay and a paid 30 minute lunch break.

We also have an employer pension contribution of 10% (with employee contribution of 5% = Total 15% pension)

6

Helping you to stay active

We offer the Cycle2Work scheme, in addition to corporate gym membership discounts

7

Wellbeing Support

We have a variety of wellbeing activities and even close our offices for some staff wellbeing days. In addition we offer 2 volunteering days per annum. For those in need of additional mental health support we can offer to assist you to access the right services.



8

Flexitime Working

We understand the way in which people want to work has changed in recent years, which is why you can choose to make up your FTE in a way that suits you. Our core working hours are 09:00 - 15:00 Monday to Friday and you can choose to start or finish flexibly between 07:00-09:00 and 15:00-18:00.



Disability Confident Employer

A place for everyone



We are proud to be recognised as a Disability Confident Employer.

We encourage individuals with a disability or health condition to share this information with us in good time if you would like us to make any reasonable adjustments for you as a part of the recruitment process.

Equal Opportunities

Advocating fairness



We are an equal opportunity employer and are committed to equality of opportunity for all staff.

Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Mental Health at Work Commitment

Supporting wellbeing

**MENTAL
HEALTH
AT WORK
COMMITMENT**

We are committed to supporting the mental health and wellbeing of our employees. That's why we've taken the Mental Health at Work Commitment with Mind.

We ensure everyone can have open and honest conversations about their wellbeing in the workplace, and feel supported.



How to Apply Apply Today

To apply for this post, all candidates must complete our application form to be considered. The application form can be found on the Careers page of our website.

Please do not submit your CV, as only the information provided within the Application Form will be used at the shortlisting stage.

When completing your application, please familiarise yourself with the job description and the person specification within this information pack so you understand the essential qualifications, skills and attributes for the role.

Whether or not you are shortlisted for an interview is based on the information you provide in your application form.

Appointments are conditional upon a valid Right to Work check and undertaking a Disclosure and Barring Service (DBS) check. Please be aware this check will pick up any spent and unspent convictions or cautions.

**Môn
Communities
Forward.**

Contact Us

Apply Today

If you have any issues accessing or completing the application form, please contact Stephanie Pritchard, the HR Manager via 01407 762 004 or careers@moncf.co.uk

If you have any questions regarding this role or would like an informal chat before applying please contact us.

We welcome correspondence and calls in Welsh and English and we will respond equally to both and will reply in your language of choice without delay.

Thank you for your interest in joining our dynamic team.

 careers@moncf.co.uk

 01407 762004

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   @moncfanglesey

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