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MTIB Recruitment – April 2025

MTIB is a Charity and Social Enterprise, which trains, develops and provides support for disabled and disadvantaged people in moving closer to and into sustainable employment. The organisation was established in 1923 and we have gained a reputation for delivering quality services to customers across South Wales.

We now have an exciting opportunity for a new staff member to join our team and are offering the opportunity for the successful candidate to become a member of our motivated, skilled and dedicated Employment and Training Team to deliver our employability and training contracts.

MTIB offer our staff an attractive package, including a company pension scheme in an inclusive work environment where we strive to offer an excellent work/life balance as well as career development opportunities. MTIB is a caring and supportive organisation and we actively promote and support health and wellbeing for all our staff, evidenced by our very low staff turnover. Our company core values are based around a Person Focussed organisation with trust, teamwork, respect and commitment at the centre of all we do and we are a Disability Confident Leader organisation, encouraging applications from individuals from diverse backgrounds.

If you would like to make a real difference to people's lives and believe you have the necessary attributes to support people in their goal of achieving employment, we would welcome you to apply for our current vacancy. **You can apply by sending us your CV and a covering letter (email) of no more than 2 pages, outlining your skills and experience (or transferrable skills) and how these match the job summary and personal specification below. Closing date for applications is Wednesday, 30th April 2025 at 4pm. Starting Salary meets the Real Living Wage rate (currently £12.60/hr).**

Please send CV and cover letter to morena@mtib.co.uk and feel free to call either Morena or Petra on 01685 370072 for an informal chat about the role.



Employability Project Support x 1 (PTE)

Hours & salary: This position will be for 18 hours per week Mon-Thur 9.30am till 2.30pm

Job Summary/Purpose:

We are looking for an energetic and enthusiastic individual to confidently support and assist our unemployed customers who are working towards their goals. The successful candidate will support customer to fully engage in employability activities whilst at MTIB.

Key Duties / Responsibilities:

- To build relationships with customers
- To have an inclusive approach with customers
- To promote a positive experience for customers and represent MTIB professionally
- To work with unemployed customers on a one to one or group basis as appropriate
- To motivate, encourage and support customers to move towards employment
- To utilise a positive 'Can Do' attitude to identify solutions to customer barriers
- To support the wider team to deliver employability and soft skills training, which will include confidence and motivation, CV writing, interview techniques, skills checks, digital skills and job search
- To be respectful and inclusive, being aware of equality and diversity within the workplace at all times
- To undertake training as necessary for CPD

Person

Specification

Qualifications

- Good General Education -Essential (e.g. GCSE English and Maths)

Skills

- The successful applicant will be prepared to engage in Employability Sector training- Essential
- Strong Communication and Interpersonal skills Essential
- Understanding of barriers facing the unemployed including individuals from diverse backgrounds -Desirable
- Experience of delivering support on improving confidence, motivation and CV writing desirable- Desirable
- To be competent in the use of technology with excellent IT skills- Essential
- Good organisational and communication skills-Essential
- Team player -Essential

Personal Qualities

Must be patient with a strong positive attitude towards helping other succeed

Confidentiality

Many of the duties of the post are of a confidential nature therefore this post requires an enhanced DBS check

